

Admissions

PopSOC aims to support working or studying parents by providing good quality childcare before and after school, as well as through each school holiday. As a registered childcare provider, PopSOC supports and encourages eligible parents and carers in claiming the childcare elements of Working Tax Credits or accessing the provision through the Me Too! Scheme. PopSOC offers a fair and open admissions system, with a dedication to providing quality play opportunities at a reasonable cost.

Places

PopSOC has the following number of places available for each session, catering to children between the ages of 4 and 11:-

- ∨ **Breakfast Club** - 40 places
- ∨ **After-School Club** - 40 places

PopSOC has the following places available for each session, catering to children between the ages of 4 and 13:-

- ∨ **Holiday Club** - 40 places

Opening Hours

- ∨ **Breakfast Club** - 8:00am until start of school
- ∨ **After-School Club** - End of school until 6:00pm
- ∨ **Holiday Club (Full Day)** - 8:00am until 6:00pm
- ∨ **Holiday Club (Morning Session)** - 8:00am until 1:00pm
- ∨ **Holiday Club (Afternoon Session)** - 1:00pm until 6:00pm

Allocation Of Places

Places will be allocated on a first-come, first-served basis. However, if PopSOC has a waiting list, priority will be given to:-

- ∨ Parents who have long-term regular bookings
- ∨ Siblings of children already using the club
- ∨ Children registered at the club

Procedure

On contacting the club, the parent/carer will be given relevant information, detailed in a Parent Pack, which includes information about the Admissions & Fees Policy. The parent/carer will be informed of any available places in the sessions requested and also of any waiting list that may apply. The parent will also be given a registration form, a term-time booking form and any relevant holiday forms.

The parent will also be invited to visit PopSOC with the child/ren in order to get a sense of the atmosphere of the club and the kind of activities on offer. On visiting the club the parent will be offered a copy of the latest OFSTED report. Parents will be told about the latest activities undertaken and will also be shown the available resources. It is during this time that the parent will be invited to ask any questions regarding Policies and Procedures and to view the relevant files at their request. Attention will be especially drawn to cancellation procedures and informing the club of any non-attendances during scheduled sessions. The children will be shown around the club and introduced to other members of staff and children.

If the parent decides to register with the club, they will be asked to return the completed registration form, term-time booking form and any holiday booking forms alongside a non-refundable registration fee of five pounds per child. A registration form must be completed for each child attending the club. If the child/ren have any specific special needs or possible medical emergencies then they will be invited to fill in a Healthcare Plan with the Inclusion Co-ordinator at a time suitable for both parties.

The registration form will be filed in the filing cabinet, labelled with a start date. The Manager will then send a copy of the details to the Financial Administrator who will keep a record of contact details for the purposes of sending invoices and contacting the family regarding payment.

Waiting List

If it is found that there are no current places available for a session, the parent will be offered the opportunity to be placed on a waiting list. The waiting list will be operated on a first-come, first-served basis. The club will make it known to the

parent how many people are on the waiting list but will not estimate the length of time it will take for a vacancy as this is completely beyond the club's control.

When a vacancy at the club becomes available, the Manager will contact the parent/carer whose child is highest up on the waiting list and offer them the vacant place. If the parent/carer concerned no longer wishes to take up a place offered, the next child on the list will be offered the place instead.

Fees

In order to provide quality childcare and maintain a quality staff team with recognised qualifications we ask that parents respect and adhere to the Fees Policy.

- ∇ The level of fees will be set by the Management Committee and reviewed annually in the light of PopSOC's financial position, its future strategic plans and any other broader economic or social considerations.
- ∇ Parent/carers will be notified of any increase in fees at least two calendar months in advance.
- ∇ Payment of fees is calendar-monthly in arrears and must be paid by the date stated on the invoice.
- ∇ Invoices will be sent to parents at their specified address.
- ∇ Failure to pay on a timely basis will result in the place being withdrawn. A week's notice of withdrawal will be given.
- ∇ Parent/carers are encouraged to speak to the Manager, Treasurer or Financial Administrator if they have any query about the Fees Policy, or if, for any reason, they are likely to have difficulty in making a payment on time. Parent/carers are strongly advised to arrange a meeting at the earliest possible opportunity to avoid jeopardising their child's place at the club.
- ∇ Payments must be made by cheque, BACS, Postal Order or a recognised voucher scheme and be made payable to Poppleton School's Out Club. Cheques and Postal Orders should be sent to the club or the address given by the Financial Administrator on the invoice.

Collection Of Children

Children must be collected promptly at the end of a session. If a child is collected within fifteen minutes of the end of a session a further charge of £10.00 will be made for each child. For every fifteen minutes thereafter a further £10.00 will be added per child. The Management Committee reserves the right to cancel registration if a parent is persistently late in picking up their children.

Contact must be made by telephone if the parent is unable to collect the child/ren by the end of the session. This should be in emergency cases only and the above charges will apply. In emergency situations the Manager will make all attempts possible to contact a parent/carer using the contact telephone numbers on the child's registration form. If the Manager is unsuccessful they will act in the child's best interests. This may include contacting the Children's Services' Out Of Hours team to take responsibility for the child.

Parents are reminded that the club is no longer responsible or insured for incidents occurring after the session has finished.

Cancellation Charges

Cancellation of sessions /places are arranged as follows:-

- ∇ To permanently cancel a regular booking, a minimum of two weeks' notice must be given. Where this has not happened, parents will be charged the full fee until the notice period has been served.
- ∇ For holiday bookings, two weeks' notice is required or the full fee will be charged.
- ∇ For the cancellation of an occasional session, two weeks' notice is required, or the full session fee will be charged.

Parents are encouraged to inform a member of staff of any cancellations as soon as possible. Failure to do so will result in the implementation of the Lost Child Policy.

Telephone Numbers For Emergency Contact

Emergency contact details for each child can be found in the Emergency Contacts box, or on each child's registration form, found in the filing cabinet.

Policy written January 2009
2010

Policy reviewed March