



As a church school, our vision is for each child to have a love of learning, hope, confidence, wisdom and respect for all.

**Life in all its fullness**

John 10:10

# **BASE**

## **Admissions and Fees Policy 2025**

### **Aim**

The aim of this policy to inform parents of the processes for enrolment and charges at before/after school club.

### **Introduction**

BASE is a registered childcare provider to care for children, between the ages of 2 and 11 years, serving the children of St Peter's Brafferton C of E (VA) Primary School. BASE is open for 48 weeks per year and runs as a holiday club during some school holidays, the closure weeks are detailed on the school website (<https://www.st-peters-brafferton.n-yorks.sch.uk/before-and-after-school-club-base-and-holiday-cl-1/>) Please note BASE will additionally be closed for some staff training days through the year and on the last Friday of every term, as detailed on the school website.

### **Principles**

Places are offered on a first-come first-served basis for any Helperbees/School child. We always ensure compliance with early years statutory ratios. When all places have been filled a waiting list will be established, with the following order of priority:

1. Siblings of children already attending the club.
2. Those requiring the greatest number of sessions/hours per week.
3. Children of St Peter's Brafferton School or Helperbees Preschool.

*Please note that there is a maximum of 5 places for 2-year-olds due to staffing ratios during holiday club.*

### **Registration**

When an enquiry regarding places is made, parents or carers can access a Parent and Carers Information Pack on the school website and communication will be via the email [base@st-peters-brafferton.n-yorks.sch.uk](mailto:base@st-peters-brafferton.n-yorks.sch.uk).

If a place is available, a parent will receive an email confirmation and the child will be able to attend the club.

If no places are available the parent will be informed via email and the child's name added to the waiting list. As soon as suitable places become available parents will be informed.

## **Booking procedure for BASE**

- **Permanent place:**

Once booked, if a child does not attend for any reason, you will still be charged for this place. If you wish to cancel the place altogether, we ask for a half term's notice with a minimum of 4 weeks, via email to is required.

- **Temporary booking:**

We will accept temporary or occasional bookings as long as there are places available. If a temporary place has been booked and is no longer required, the club must be given 24 hours' notice. If notice is not given, the place will still be charged for.

## **BASE Fees – effective from September 2025**

### **Term Time Fees:**

Breakfast Club from 0800hr - 0900hr     £6.00  
After School club from 1530hr – 1800hr £11.00

## **Holiday Club**

**Please note holiday club is available from 0830 – 1730 (see attached form)**

### **Holiday Club fees – effective from September 2025**

Typical school day	0830 - 1530	£35.00 (age 3 and over)
Full day	0830 - 1730	£45.00 (age 3 and over)

Helperbees normal hourly rate (£6.50 per hour) will be applied for 2 year olds to ensure we can fulfil our statutory ratio requirements.

For parents who have an arrangement to stretch funding (3 & 4 year olds) across 48 weeks of the school year, any additional hours above and beyond this arrangement will be charged at £6.50 per hour.

### **Bookings for Holiday Club**

Bookings for Holiday Club are on a first come, first served basis for up to a year in advance. Bookings must be made via the dedicated BASE email address ([base@st-peters-brafferton.n-yorks.sch.uk](mailto:base@st-peters-brafferton.n-yorks.sch.uk)) not Class Dojo.

Please note that breakfast and snacks will be included. However, you must provide lunch for your child during the school holiday club sessions.

Fees must be paid via ParentPay or through our registered Government childcare tax free voucher schemes.

- Fees are charged for booked sessions whether the child attends or not.
- No fees will be charged for closures of BASE for whatever reason.

- There is a charge of £5.00 fee for late collection.
- Fees are reviewed annually. Any change will be notified to parents a term prior to the introduction of the change.

### **Payment of fees**

**If fees are not paid by the stated deadlines, the school will follow the School Arrears policy.**

Where there is no explanation for repeated late payment, the Head Teacher will contact the parents or carers to discuss payment options. The Head Teacher may issue a formal warning to the parent or carer informing them that continued late payment will result in their child's place at BASE or Holiday Club being withdrawn.

If the fees remain unpaid after all the above options have been explored, we have the right to cancel the child's place and refer debt to North Yorkshire Council Legal Team.

**Monitored by: Full Governing Body**

**Date adopted: March 2025**

**Next review: March 2026**

**Date of next review: Annually**