



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 2023

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, primarily 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.
4. Children living in the area attending other schools.
5. Siblings of children who live in the area attending other schools.

Please note that there are a limited number of places for 2 year olds due to staffing ratios.

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.

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

- **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, one month's notice via email to base@st-peters-brafferton.n-yorks.sch.uk 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.

Fees - effective from September 2023

Term Time Fees:

Breakfast Club from 0800hr-0900hr £5.50

After School club from 1530hr - 1800hr £10.00

Holiday Club

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

Typical school day 0830 - 1530 £27.00 (age 3 and over)

Full day 0830- 1730 £36.00 (age 3 and over)

Helperbees normal hourly rate (£5.50 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 £5.50 per hour.

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 childcare voucher schemes. For children not registered at St Peter's Brafferton CE VA Primary School, payment must be made in advance with the School Office and a registration form completed.

- 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 one month prior to the introduction of the change.

Payment of fees

If fees are not paid, the school will follow the School Arrears policy. If the parents or carers are having difficulty making the payment on time, we recommend that they arrange a meeting with the Head Teacher as soon as possible to discuss the payment due or payment plan.

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 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.

Monitored by: Full Governing Body

Date adopted: June 2023

Next review: June 2024

Date of next review: Annual

HOLIDAY CLUB

Registration Form

(Attendees not registered at St Peters Brafferton CE VA Primary School of Helperbees)

To be completed by parent or guardian

About your child	
Surname:	
First names:	
Date of birth:	
Dietary needs (including vegetarian). Please list any food allergies.	
Details of any significant health issues.	
Doctor's name:	
Doctor's address / phone Number:	
Parent / Guardian contact details	
Parent / Guardians names:	
Home address:	
Home phone number:	
Mobile phone number/s:	
Work phone number/s:	
Collection Details	
Names of person(s) authorised to collect your child: (including contact numbers where appropriate)	
Name of Parent / Guardian:	
Signed:	
Date:	