



Brewster Avenue Out of School Provision

Admissions and Fees Policy

Brewster Avenue Out of School Provision provide care for up to 24 children at the Breakfast Club, up to 36 at After School Club. We cater for children from Reception to Year 6, exclusively serving the children of Brewster Avenue Infant and Nursery School and St Augustine's Junior School.

Places are offered on a first-come first-served basis. 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. Other children who attend Brewster Avenue Infant School and St Augustine's Junior School

Registration

When an enquiry regarding places is made, parents or carers will be given all the relevant Club information, including:

- Information regarding availability of places
- Details of the Admissions and Fees policy
- Registration form, medical form, parent contract, photo permission form
- Behaviour Management policy
- Complaints policy
- Club Handbook

If a place is available, the parents and child will be invited to visit the club for an induction. The child will be able to attend the Club as soon as the completed forms are received. If no places are available the parent will be informed and the child's name added to the waiting list. As soon as suitable places become available parents will be informed.

Booking procedure

Parents must complete the necessary paperwork, i.e. contract, registration, medical, and photo permission forms and return them to the school office. When completed forms have been returned, parents will receive their Tucasi online login details and will be able to credit their account and begin to make bookings. Sibling accounts should be linked and bookings need to be made for each child.

Bookings can be made and cancelled using the online booking system, Tucasi. Parents will have their own online account where payments and bookings are managed. The account must be in credit for a booking to be made. Once booked, if a child does not attend for any reason, you will still be charged for this place. Booking can be made up to the day before the session required. No bookings can be made via the telephone or in person. Bookings can also be cancelled up to the day before. Fees from the cancelled sessions will be credited to the Tucasi account.

The club sessions are popular and places are limited. To avoid inconvenience, ensure you book well in advance.

Fee structure

Fees are charged at:

- £3.00 for Breakfast Club
- £8.00 for After School Club

The Club recognises that childcare can be costly, so we encourage eligible parents or carers to claim the childcare element of the Working Tax Credit. We are also registered to accept childcare vouchers from EdenRed, Computershare and Busy Bees. Parents using childcare vouchers need to ensure they credit their account with any costs that exceed the value of their childcare vouchers.

- Fees are payable in advance
- Fees can be paid online, using the Tucasi system
- There is a charge of £15 for late collection over 15 minutes, which will be invoiced separately
- Fees are charged for booked sessions whether the child attends or not
- If parents cancel sessions the money will be credited to their Tucasi account

Payment of fees

Fees are reviewed annually. Any queries regarding fees should be directed to the school office. If, in exceptional circumstances, debts occur, we will request immediate payment. Where fees are not paid a formal warning may be issued informing parents and carers that continued non-payment will result in the child's place at the Club being withdrawn.