



## **Brewster Avenue Out of School Provision**

### **Admissions and Fees Policy**

Brewster Avenue Out of School Provision provide care for up to 16 children at the Breakfast and 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. Bookings open on the first working day of the month prior e.g. bookings for June open on 1<sup>st</sup> May (or closest working day).

#### **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
- Club Handbook

The child will be able to attend the Club as soon as the completed forms are received, and a session is booked and paid for.

#### **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 online booking system, 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, parents 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.

#### **Payments**

Current fees can be found on 'Out of School Club' section the school website.

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 and payments via gov.uk Tax Free Childcare. 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 at least 24 hours in advance, 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.