



Forty Hill CE Breakfast and Afterschool Club

Admissions and Fees Agreement

Forty Hill CE Breakfast and Afterschool club (The Den) is committed to providing a fair and open admission system that offers a competitive price and good value services.

Admissions

When a parent/carers contact the club enquiring about a place for their child, they will be given all the relevant information including an Application Form, the Admissions and Fees Agreement and informed whether there is currently a place available for their child. To ensure that admissions to the club are offered on a fair basis, the following procedure will be as follows:

- Siblings
- Current attendees
- Next on waiting list

Two full weeks' notice is required in writing or by e-mail if you wish to withdraw your child/children from the Den Club or make any changes to their regular days.

Fees

Payment of fees should be paid half termly in advance, payable on receipt of invoice. All payments are non-refundable and child absences and holidays taken within term time will not be refunded. If you foresee a planned absence e.g. a medical appointment, 2 weeks' notice in writing or by email to the Den Club is required.

The fees are as follows:

Breakfast club (Breakfast club finish serving food at 8:20am)

7:30am - 8:45am £4.50

7:50am - 8:45am £3.50

After school

3:15pm - 4:15pm £2.50

4:15pm - 5:30pm £5.50

Cash or cheque payments are both acceptable and cheques should be made payable to Forty Hill School.

Ad Hoc sessions may be available; please speak to Ms Dedman. These sessions would incur an extra fee on top of the above fees.

Late Collection

The Club finishes at 5:30pm. If you are aware that you are going to be late due to an unavoidable delay, e.g. trains or traffic, please contact a friend/neighbour/relative who is in a position to collect your child. Please ensure you contact The Den Club to advise of any changes in pick up, and the person collecting **must** know the **password** as stated on your application form.

Late collection of children will incur a fine of £5.00 per child for each 5 minutes (e.g. 5 minutes late = £5, 10 minutes late = £10, 15 minutes late = £15 and so on). This is to cover the costs incurred for keeping the school open. Late payments must be paid within 7 days. Persistent lateness may result in the loss of your child's place.

Always call the Den's mobile number if there is a problem on **07582 264 117**.

Behaviour

The Den Club follows the whole school Positive Behaviour Policy (a copy can be obtained from the school website). Parents will be contacted if there are concerns with behaviour. Exclusion from the Den Club is the final sanction when all possible strategies have been exhausted.

Medical

No medication other than inhalers or epipens can be administered during club time. Basic first aid is available. Parents are advised to use their own judgement if further treatment is needed.

The best way to contact Ms Dedman is by e-mail jdeman3.308@lgflmail.org