



# Goslings Out of School Club

## Admissions, Bookings & Fees Policy

---

### Admissions

Goslings Out of School Clubs are situated to meet the childcare needs of their local area.

Children attending the serviced school will have priority of places.

Where places are limited they will be allocated in the following order of priority:

1. Children starting the school who already have siblings at the Club. For example a child reaching school age who has an older sibling already attending the Club.
2. Children attending the school who have been on the waiting list for the longest length of time.

This may cause circumstances of children being moved lower down the order of priority of a waiting list but the places of children already attending the Club are secure.

Whilst there is no holiday provision sited at Gawsorth or Winkle, the Club operates a Holiday Club at Hollinhey, and all children registered with Goslings OSC can attend. Places will be allocated on a first come first served basis.

Where there are places available, children from other schools and areas can attend the Club.

### Bookings

We do not operate as a 'Drop in' Club. The Club operates a strict registration system to ensure children are collected efficiently and safely. It is your responsibility to ensure we are aware of when your children will be attending Club.

Each Half Term is regarded as a 'Booking Period'

When you first use the Club you will be asked to complete a Booking Form. This will secure your place(s) at the Club. Once completed these bookings will be duplicated each Booking Period until we are informed otherwise by submitting a new Booking Form to give us a written record of your intentions.

By submitting a Booking Form or by allowing duplication before each Booking Period you are committed to your bookings. If you subsequently have variations during the current Booking Period they will be treated as Cancellations and you may be able make use of excess places where available (See Cancellations below).

Booking Forms are available, on request, before the end of each Booking Period if you would like to vary your bookings. We do not take responsibility for any problems, confusion or costs incurred arising from us not being supplied with accurate information in time for each new Booking Period.

Once all bookings are made, or implied by repetition, places will be allocated to Ad-Hoc users on a first come first served basis until full.

This method allows you the flexibility to amend bookings regularly whilst maintaining an efficient operating system for the Club.

## Fees

There are several ways to pay your fees.

### Termly Invoices

Invoices will be presented at the beginning at the start of each half term (Booking Period). The invoice will be payable in two instalments – one payment at the beginning of the period and a second balancing payment midway through the booking period.

### Annual Invoice

Invoices can be calculated based on your annual attendance. An invoice totalling your years attendance will be presented at the beginning of the first booking period. This will be payable in 10 monthly instalments starting September and ending in June. Annual invoices can only be paid by Direct Debit or by instructing your Employer Childcare Voucher Provider with recurring payments to match the payment schedule.

Extra sessions will be invoiced separately.

Annual Invoices can still be amended in accordance with the Bookings policy and invoices will be recalculated to include any changes.

### Ad-Hoc Attendance

Ad-Hoc use of Club will be invoiced at appropriate intervals during the Booking Period.

### Direct Debit

Fees can be paid by Direct Debit. If you wish to use Direct Debit we will send you a link to register with our Direct Debit provider. Once set up you can use Direct Debit to pay regular invoices or occasional invoices.

### Prompt Payment Discount

To recognise payments on time, where termtime invoices are paid by the due dates a discount of 2.5% will be applied. This discount will be applied to your next invoice.

When Direct Debit is chosen as payment method, or an Annual Invoice is requested, Prompt Payment Discount is already applied. If for any reason payment is late we will recalculate your invoice to reclaim any unqualified discount.

Prompt Payment Discount does not apply to AD-Hoc bookings or Holiday Club bookings.

Late payment may attract an extra charge and persistent late/non-payment may result in your child's place being withdrawn from the Club. Your child may not be able to attend the Club until overdue fees are paid, at the discretion of the Club.

It is very important that parent/carers who are late to collect their child/children contact the Club to let staff know when they will be there. All late collections will be charged at £10.00 for any time into the first half hour, and the £10.00 per half hour after that or percentage of.

Fees will normally be reviewed at each annual school intake.

## Cancellations

We believe our booking system maintains a balance between efficient operation and flexibility for you as a user. We realise that circumstances can sometimes change but unfortunately we cannot refund booked childcare places.

In order to offer as much flexibility as possible we will accept cancellations with a minimum of 2 days' notice in each booking period and, where possible and places allow, we will offer alternative places on the days of your choice, until the end of the booking period.

Cancellations with less than 2 days' notice will unfortunately be lost.

Cancellations cannot be used retrospectively against previous extra sessions booked.

There is always the opportunity before each booking period to make changes if necessary, and we believe this is the best way to ensure your childcare remains as flexible as possible.

We advise that you make changes in good time to avoid unnecessary costs.