



St George & St Teresa Catholic Primary School



Mill Lane, Bentley Heath, Solihull, West Midlands, B93 8PA.



**Dragons Extended Day Care
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Faith
We live it,
Love it
And learn it.

Admissions and Fees

Our Wraparound and Before and After School Provision is committed to providing a fair and open admission system that offers a competitively priced and good value service.

Wraparound – 11:50-3:30pm. This service is for our 3-4 year old children and follows the EYFS curriculum. Children are collected at the end of the morning nursery session and stay until the end of the school day. Lunch is served at 12pm and snacks at 2pm.

Breakfast Club – 7:30-8:45am. This service is for all of our children, aged 3-11 years. Breakfast is included and served from 8-8:30am.

After School Club – 3:30-6pm. This service is for all of our children, aged 3-11 years. Snacks are included and served at 4pm, alternatively; we provide tea for an additional fee.

For more information about these services, please refer to the Standard Contract for Parents or speak to a member of staff.

Admissions

When a parent/carer contacts the Wraparound and Before and After School Provision enquiring about a place for their child, they will be given all the relevant information they require, including details of the Admissions and Fees Policy, and informed of whether there is currently a suitable place available for their child.

Priority will be given for the start of each academic year until the end of September to students on roll at St George and St Teresa School. A place in the Wraparound will not guarantee a place for the extended school day service.



If a suitable place is available the parent/carer and, where possible, the child will be invited to visit the Wraparound and Before and After School Provision to meet members of staff. If the parent/carer agrees to abide by all the terms and conditions of admission, including the level of fees and arrangements for payment, they will be asked to complete and sign the Standard Contract for Parents (Appendix 1) Child's Record form (Appendix 2) and Child's Medical form (Appendix 3).

Before a child can attend the Wraparound and Before and After School Provision, parents/carers must complete and sign all of the above forms and hand them in to the Manager.

Once the admission is secure, the Manager, or a designated member of staff, will contact the parent/carer concerned to arrange a date for the child's first session at the Wraparound and Before and After School Provision. At this stage, the provisions of the Settling in Policy will come into operation.

Waiting List

To ensure that admissions to the Wraparound and Before and After School Provision are offered on a fair and transparent basis, the following procedure will apply to the management of waiting lists:

If, on making an enquiry about a place for their child, a parent/carer is informed that there is not currently a suitable one available, the Wraparound and Before and After School Provision's waiting list procedure will be explained and then activated on the parent/carers behalf.

Parents/carers will be encouraged to submit their request for a place for their child to the Wraparound and Before and After School Provision in writing. The details of this request will be placed on the waiting list, in the order that they are submitted. Places applied for and due to commence at the start of the academic year in September will be prioritised by date of application, not by the number of sessions for which have been applied.

The waiting list will be kept and used on a 'first come first served' basis. The Wraparound and Before and After School Provision will advise the parent/carer of how long they are likely to have to wait before a suitable place becomes available. This information will only be an estimate and will not constitute a binding guarantee from the Wraparound and Before and After School Provision.

When a vacancy at the Wraparound and Before and After School Provision becomes available, the Manager will contact the parent/carer whose child is suitable for the place and is highest up on the waiting list.

If that parent/carer still wishes to take up the place for their child, they will be asked to complete the contract and registration forms as above and follow the remaining steps of the admissions procedure outlined above.

If the parent/carer concerned no longer wishes to take up a place, the parent/carer of the next child on the list will be contacted.

Fees

The Wraparound and Before and After School Provision understands that the cost of registered childcare may seem expensive to a parent/carer. Providing a high quality, safe, stimulating service for children is not cheap and to ensure the continued high standards, sustainability of the Wraparound and Before, and After School Provision, it must ask that parents/carers respect its policy in respect of fees.

The level of fees will be set by the Registered Person, Mrs Nicola Wright, Head teacher, approved by the Governing body, and reviewed annually in the light of the Wraparound and Before and After School Provision's financial position, its future strategic plans and any other broader economic or social considerations deemed relevant.

- Payment of fees should be made half-termly via Parent pay, Tax Free Childcare accounts or Childcare Vouchers at the start of the half term in question. Individual payment arrangements will be negotiated between the Manager and the parents/carers.
- If the fees are not paid on time, the Wraparound and Before and After School Provision will notify the parent/carer in writing and request payment at the earliest possible opportunity.
- The Manager has the right to issue a formal warning to the parent/carer and inform them that continued late payment will result in their child's place at the Wraparound and Before and After School Provision being forfeited.
- If fees are paid persistently late or not at all with no explanation, the Wraparound and Before and After School Provision will be forced to terminate that child's place. Any outstanding debts will be referred to SMBC for collection by other means.
- Parents/carers are encouraged to speak to the Manager if they have any query about the fees policy, or if, for any reason, they are likely to have difficulty in making a payment on time. Parents/carers are strongly advised to arrange a meeting at the earliest possible opportunity, to avoid jeopardising their child's place at the Wraparound and Before and After School Provision.
- All booked sessions must be paid for on occasions when a child does not attend for any reason including, illness, holiday or when attending another function such as extra-curricular activities on school premises.
- Ad-hoc places are subject to availability and staffing.
- Four weeks written notice is required if the parent wishes to make changes to or terminate the contract with the Wraparound and Before and After School Provision.

This policy was updated on

September 2020

Manager of Extended Day Care

R Packwood
