

Bisley Base Ltd

Admissions and Fees Policy

Bisley Base Ltd is registered with Ofsted; our registration number is EY429384. We provide care for 50 children between the ages of 4 and 11, primarily serving the children of Bisley and Holy Trinity Schools.

Pre School will be registered for 20 2 - 4 year olds

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
2. Those requiring the greatest number of sessions/hours per week
3. Children living in the area attending other schools
4. Sibling of children who live in the area attending other schools

Holiday places are offered on a first come first serve basis, places for 3-year olds will only be offered if they are potty trained and out of nappies.

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, booking form, 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 inform 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, ie contract, registration, medical, booking and photo permission forms, before their children can attend the club.

- **Permanent place:**

Once booked, if a child does not attend for any reason, you will still be charged for this place. If you wish to cancel the place altogether, half a terms notice in writing is required.

- **Temporary booking:**

We will accept temporary or occasional bookings as long as there are places available. If a temporary place has been booked and is no longer required, the club must be given 48 hours notice. If notice is not given, the place will still be charged for.

Fee structure

Fees are charged at £6.75 for Breakfast and £16.00 for after school per day.

To be reviewed: April 2020

Signed: Lynda Faithfull