



OSCAR

Admissions and Fees Policy

Agreed by the Governing Body	Date: July 2017
Review Date	Date: January 2019
Review Schedule	Annual
Person(s) Responsible	Deputy Headteacher / OSCAR Manager

Contents

		Page
1.	Introduction	
	• Aims	3
2.	Procedures and practice	
	• Registration and Booking places at OSCAR	3
	• Fees	5

1. Introduction

The OSCAR Out of School Club at Woodloes Primary School (WPS) is registered with Ofsted to provide care and recreation for children between the ages of 4 and 11 years. In its current accommodation OSCAR is set up to take a maximum of 32 children at any single session, with a ratio of one adult to eight children.

This Admissions and Fees Policy has been produced to outline a fair and transparent procedure for admissions to OSCAR and to lay out the fees structure and payment terms from Monday 3rd September 2018. The policy and fees will remain in place until the end of the summer term 2019.

All users of OSCAR are required to sign an agreement (Appendix 1) to abide by the admissions and payment terms set out in this policy. The policy will be reviewed in **January 2019**.

Aims

It is the aim of OSCAR to provide care and recreation, outside of normal school hours, during term time, for any child attending Woodloes Primary School (Reception to Year 6 inclusive) subject to the availability of a place.

We welcome applications from children of the appropriate age from other local schools, again subject to the availability of places and we welcome children with special needs. Where children require additional support, this should be discussed with the manager prior to registration.

2. Procedures and Practice

Registration and Booking places at OSCAR

New Users

On enquiring, parents / carers who have not used OSCAR before will be provided with a Parent Handbook, the Admissions and Fees Policy and information on the current availability of places for the Breakfast and Afternoon sessions. Parents/carers will be asked to complete a booking form stating the sessions and days for which care is required on a regular basis and to return this to the manager.

If a place is available for the sessions / days requested, the parent/carer and child will be invited to OSCAR to meet members of staff and view the facility.

Once requirement of a place is confirmed the parent/carer will be asked to sign the agreement to abide by the terms and conditions of the Admissions and Fees Policy. They will also be asked to complete and sign –

- A Registration Form (showing contact details)
- A Medical Form

If a place is not available for the sessions / days requested, the child will be put on a waiting list.

In the event of over-subscription priority is given, in the following order, to:

1. Children attending WPS who have siblings at WPS who are already regular users of OSCAR
2. Children attending WPS

3. Children from other schools.

Extra Sessions and Occasional Users

Requests for extra sessions by regular users of OSCAR and for occasional sessions will always be considered. Places will be allocated subject to availability on a first come/first served basis. In the event of over-subscription, the child's name will be put on a reserve list for the sessions requested. Priority will be given, in the following order, to:

1. Regular Users of OSCAR
2. Children attending WPS who have siblings who are already regular users of OSCAR
3. Children attending WPS who are not regular users of OSCAR
4. Children from other schools.

To request an occasional/extra session, please complete an Occasional Use request form, available from the Manager. Phone messages, texts and word of mouth requests are much more difficult to deal with and cannot be relied on.

Teacher Training Days.

OSCAR will offer sessions during Teacher Training Days. Parents / Carers will be notified of the intention to run these additional sessions and the dates when these will be offered. Parents/carers will be asked to register their interest and to complete a booking form by a specified date.

In the event of over-subscription for a Teacher Training Day session, priority will be given, in the following order, to:

1. Regular Users of OSCAR
2. Children attending WPS who have siblings who are already regular users of OSCAR
3. Children attending WPS who are not regular users of OSCAR
4. Children from other schools.

Cancellation of a place

If your child no longer requires their regular place at OSCAR, please notify the manager, in writing, at least one month before. Without this written notice and confirmation from the manager, you will still be charged for sessions booked.

If your child is going to be absent from school due to a planned medical reason, please notify and discuss with the OSCAR manager as soon as possible.

If your child is absent from school due to illness on a specific day(s), please contact the Manager immediately, so that we know not to expect them at OSCAR - we can then offer that place to a child on the waiting list.

Please note that refunds are not issued for places which are cancelled once booked.

Exclusion from OSCAR

The OSCAR manager, in conjunction with the senior leadership team and governors, has discretionary powers to exclude any child from OSCAR for a specific period, or permanently, under exceptional circumstances. In such cases, parents/carers will be

invited in to meet with the manager and a member of the senior leadership team from school to discuss the situation and a formal agreement will be signed by all parties.

Fees

The level of fees is set by the OSCAR manager, in consultation with the senior leadership team and the governor's extended services sub-group at Woodloes Primary School. Parents/carers will be notified of any future increases in fees, or change in the fees structure, at least 28 days before changes are implemented.

The fees structure from Monday 5th September 2018 is set out in the table below:

	Session Times	Fees	Food Cost (Booked in advance, charged as an optional extra)
Breakfast Club	7.45-8.45 a.m.	£3.30	£1.00
After School Club (From the End of School)	Until 4.00 p.m.	£3.30	(Drink and Biscuit Included at no extra charge)
	Until 5.00 p.m.	£6.60	£1.50
	Until 5.30 p.m.	£8.30	£1.50

- All fees are per session or part of a session.
- If your child is not collected on time (i.e. by 4.00 p.m. or 5.00 p.m.) you will be charged for the next full session.
- All children must be collected by 5.30 p.m. at the latest.
- In the event that a child is not collected by the closing time of 5.30 p.m., a charge of £5.50 per 15 minutes will be incurred, since two members of staff will be kept beyond their contracted hours.

Teacher Training Days	
Morning (8.00 – 1.00 p.m.) £14.00	Charges include drinks and biscuits. Children will need to bring their own packed lunches.
Afternoon (1.00 – 5.30 p.m.) £14.00	
All Day (8.00 a.m. – 5.30 p.m.) £28.00	
Payment in advance, with confirmation of booking.	

If for any reason your child does not attend a booked teacher training day session, the full fee will still be charged for that session, since staffing is based on bookings received.

Payment of Fees:

All payments will need to be paid in advance to secure your child's place in OSCAR (from the 1st date shown on your invoice)

If payment is not received upfront, you will not be guaranteed a place and the child's place at OSCAR will be forfeited.

Where fees are persistently late, the child's place at OSCAR will be forfeited. Once settlement has been agreed, the child will be re-offered their place at OSCAR. If, in the meantime, all places have been filled, the child will be added to the waiting list, according to the priorities listed above

Invoices

Once a booking form and payment has been received based on the dates and sessions booked for your child at least two weeks in advance of the current month, an invoice/receipt will be produced and sent to confirm your child's place for that month.

Extra sessions booked in advance, will be added to your invoice or shown on a supplementary invoice.

Occasional users will be asked to pay upfront for the sessions booked and then sent an invoice/receipt to confirm place.

Teacher training day sessions will be included on your monthly invoice or, in the case of an occasional user, a separate invoice will be issued.

OSCAR accepts Childcare Vouchers or payment via Parent Pay only. Cash and cheques will not be accepted.

This Admissions and Fees Policy was adopted by the OSCAR Management Team and will be reviewed annually by governors.