



## Admissions and Charging

### Admissions

SCOOSC will be open 49 weeks of the year for Breakfast Club (Verwood First SCOOSC only), After School Club and Holiday Club. Parents will be informed of the closure dates at the beginning of the school year. SCOOSC will be open to children aged between 4 and 11 (Holiday Club), children who attend Verwood First and children in Year 5 and 6 (term-time) and children who attend Hillside or Trinity (term-time).

Places will be given on a first come first served basis. Charges will be made on the number of sessions booked and not the numbers of sessions used. If 7 days' notice is given that a child cannot attend a session a credit note will be given. Otherwise the full amount will be due.

For regular bookings payment should be made in advance by the last working day of the previous month. Where this presents financial hardship for the family, this should be discussed with the manager so that alternative arrangements can be made. Similarly payments by childcare vouchers may arrive at different times, which should be discussed with the manager.

If a place cannot be offered immediately, names will be kept in order of application on separate waiting lists for each session.

Registration of younger siblings due to start school should be made as early as possible to avoid disappointment.



## Fees

Breakfast Club with breakfast (Verwood First only)

7.45-8.45 £3.75

After School Club with snack

2.55-5.00 £8.00

2.55-6.00 £11.00

Holiday Club with 2 snacks

8.00-6.00 £22.00

8.00-1.00 £11.00

1.00-6.00 £11.00

## Additional Charges

The club closes at 6pm. An extra charge will be made for late collections of £10 for each 15 minutes or part thereof. This will cover the staffing costs of the two members of staff who have to stay with the uncollected child.

## Help with charges

Families receiving working tax credit may qualify for help with fees. Please ask the manager for more information.

## Payment

Regular users of the club should complete a booking form by the last working day of the month showing details of the numbers of sessions booked for their child/ren in the month ahead and the total cost of these sessions. Payment should be included with the booking form unless a separate arrangement has been made with the manager. The place will only be secured once payment has been made.

Casual users will pay at the time of booking, or on collecting their child at the end of the session if the booking is made on the day.

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Elissa Alcazar