

The Beech Tree Club



Admissions Policy

This policy will be reviewed annually.

The aim of the Beech Tree Club is to provide a happy, secure and pleasant environment that includes a suitable level of supervision for all children from the locality.

- ◆ Admission is restricted to 61 children, as stipulated by CIW and in order to comply with the current insurance requirements. This may be subsequently amended.
- ◆ **The club opening hours are 7:30am - 8:45am and 3:15pm – 5:30 pm Monday – Friday.**
- ◆ Registration must be completed on the IPal booking system before attending club. The registration process costs £10.00 per family per annum and is non-refundable. Parents/Guardians must amend the online registration form if there are any subsequent changes to the child's or family's details.
- ◆ Once Registration has been completed, parents/guardians will be able to book places for their children on the booking system. This operates on a first come first served basis and is for contract bookings only in the first instance.
- ◆ **Please note: BT Club policy is that when you have booked a slot it is paid for in full, used or not, with a 4 week notice proviso.**
- ◆ Priority will be given to those needing a permanent booking pattern to ensure we always maintain the correct child:staff ratio. Following that, at the start of the new school year, ad hoc shift patterns may be booked where places are available.
- ◆ Children must be collected within the time slot they are booked in for. Parents/Guardians who are late collecting their child from the pre-booked time slot, will incur a late penalty fee of £10/child.
- ◆ Children will be collected by their parents/guardians from the gate at the top of the path to Beech Lodge. A member of staff will hand over the children and they will be automatically signed out by a staff member.
- ◆ If your child is being collected by someone other than the listed people on your registration form, please send a notification on the booking system under the specific Club date or phone ahead on the BT phone number to alert staff of a change.
- ◆ There is a late collection fee of £10/child/30 minutes not collected after the close of BT Club. This will continue to be added to your account in 30 minutes intervals until your child is collected. This is different to the late charge incurred if you over-run your booked session whilst Club is still operating and will automatically be added to your bill by the system. Please note that in case of emergencies, if you or your designated contacts are unable to collect your child by 6.15pm (¾ hour after closing), Social Services may need to be contacted for clarification as to how we should proceed.
- ◆ Fees are payable through the IPal booking system. **All payments must be made in advance at the beginning of each calendar month.** An automatically generated invoice will be emailed to you specifically for the bookings that you have made. These payments can be split into monthly payments if you so wish. You can use Voucher payments, Government vouchers and of course bank debit cards and bank transfers, to make your payments.
Please be aware, if the upcoming month's invoice has not been paid, the system will allow no further bookings to be made until that bill has been cleared. Deferring payment for too long can result in the loss of your child's place. Places booked and allocated will be payable even if the child does not attend.
- ◆ It is expected that children who attend The Beech Tree Club behave in a responsible manner and comply with the requests made from staff. The Play Leader will bring any behaviour that they consider unacceptable to the parent's/guardian's attention.
- ◆ The Play Leader will also attempt to resolve any problems in conjunction with the parents, in order to ensure that the club facilities are not jeopardized. The Play Leader reserves the right to exclude any child that persistently behaves in an unacceptable manner.

- ♦ The fees are as follows:

			Nursery only if in Wa	
Morning session	7:30 am – 8:45 am	- £5.00		
Afternoon session	3:15 pm – 4:15 pm	- £5.50	3:00-4:15pm	£6.50
	3:15 pm – 5:30 pm	- £11.25	3:00-5:30pm	£12.25
Wraparound	11:30 am – 3:00 pm	- £0 if qualify for the Child Care Offer (£17.50/session if paid for)		

For Nursery parents claiming the Child Care Offer, you can use your allotted 17.5hrs hours in any way that suits your needs, whether that's some Wraparound and some Club or just Wraparound.

- ♦ If your child falls ill whilst in club, the parent/guardian will be contacted.
- ♦ Medication will only be administered if a doctor has prescribed it and the relevant medication form has been completed by the parent/guardian.
- ♦ In the case of an emergency, the Club Leader will do their utmost to contact the parent/guardian. If they cannot be contacted, the additional numbers for friends or family will be used. If the child needs to attend hospital, a Play Worker would accompany them until a parent/guardian or relative has arrived.
- ♦ The Beech Tree Club offers fresh and nutritious snacks in the afternoon. Children's special dietary requirements are considered beforehand.
- ♦ Equal opportunities will be considered in all aspects of the service the club provides to ensure fair treatment for all, regardless of age, gender, race, ability and disability.
- ♦ If you ever have any concerns or complaints about the service the Beech Tree Club provides, you can let the Play Leader know, where it will be dealt with fairly and promptly.