



Buckden Out of School Scheme (BOSS)

Email: Boss@buckdenacademy.org

Phone: 07841 204419

Admissions and Charging Policy

As an Ofsted Childcare Registered provider, we both encourage and actively support eligible parents/carers claiming and taking up the childcare element of the Working Tax Credit.

BOSS offers places for sessions during term time (not including professional days) and is open to all children attending Buckden School.

The Manager will always strive to provide places but there may be times when BOSS is full and in this case a waiting list is operated.

Registration

When a parent/carer contacts BOSS to enquire 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.

If a place is available the parent/carer and, where possible, the child will be invited to visit BOSS and speak to 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, their child/ren are able to attend BOSS.

Booking Places

The Manager/Deputy will confirm the availability of a regular place or place's to you.

It is vital that parents/carers notify the Manager in advance about the places needed. Children who have not been booked in will not be able to attend the club and will remain in the care of the school.

One-off sessions at short notice may be available and can be arranged through the Manager/Deputy. Normal charges will apply to casual sessions booked in this way.

If a session is no longer required for your child, we need to know as we will expect them in the club.

Session Times, Fees and Charges

The fees are as follows:

7.30am – 8.45am (No Breakfast)	£ 3.50
7.30am – 8.45am (With Breakfast)	£ 4.50
3.15 – 4.15 pm	£ 3.50
4.15 – 5.15 pm	£ 3.50
5.15 – 6.15 pm	£ 3.50

Invoicing Procedure

- Invoices will be issued at the end of the month
- Payment is due on the 10th of the month
- A reminder will be sent out on the 12th of the month asking for payment and stating that a **£25.00** fine will be applied to the next month's invoice
- Places will be removed if payment is not forthcoming after 3 weeks

Additional Charges

- A late collection fee after 6:15 p.m. of £4:00 per child for every 15 minutes or part of 15 minutes

There will be no charge incurred for your child's registered childcare place when your child is attending a school residential trip.

Methods of Payment

Parents will be invoiced in arrears on the 1st of the month and should settle their account by the payment date on the invoice. Charges are made for complete sessions regardless of the time of arrival or departure.

Payment may be made by the following methods:-

1. Cash
2. Cheque – if a cheque is required to be represented all charges will be met by the parent/carer
3. Electronic transfer (see Manager for details)
4. Agora online system
5. Child Care Vouchers

Parents 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 BOSS.

Waiting List

To ensure that admissions to BOSS are offered on a fair and transparent basis, the following procedure is applied 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 place available, BOSS's waiting list procedure will be explained and activated on the parent/carers behalf.
- Parents/carers will be encouraged to submit their request for a place for their child to BOSS in writing. The details of this request will be placed on the waiting list, in the order in which they are received.
- The waiting list is kept and used on a 'first come first served' basis. BOSS 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 BOSS.
- When a vacancy at BOSS becomes available, the Manager will contact the parent/carer highest up on the waiting list.
- If the parent/carer concerned no longer wishes to take up a place, the parent/carer of the next suitable child on the list is contacted.
- If a parent/carer cannot accept the session they are offered because of the unavailability of other sessions required, the child's name will remain at the top of the waiting list for that session until the offer of a place is accepted.