

THE DEN



Admissions and Fees Policy

The Den, has been established since 2004, providing excellent out of hours school care for children between the ages of 3 to 11 that attend St Mary and St Margaret's C of E Primary school. The Den is set within a safe, happy secure environment and has a strong family ethos.

Safeguarding at The Den is our number one priority, and all concerns are treated with respect and importance.

The Den is registered with Ofsted, when a place has been offered and accepted and require Ofsted registration number it will be provided.

Places are offered by the following criteria, in order of priority:

1. Children who attend St Mary & St Margaret's C of E school and have working parents/carers or of those attending college/university.
2. Siblings of children already attending The Den
3. Those requiring the greatest number of sessions/hours per week.
4. All other children

When all places have been filled a waiting list will be established.

Booking procedure

New Admissions Request Form must be completed and can be obtained via the school office or directly from The Den. When the New Admissions Request Form has been received by The Den you will be notified by e mail if there is availability for the sessions required. If you accept the place, you will be invited to visit The Den with your child where you will receive a policy pack containing information about The Den along with relevant forms to be completed and returned to The Den.

If no places are available, you will be notified by a phone call, if you would like your child's name added to the waiting list this will be done straight away.

The Den will inform you when a place becomes available.

Registration

At your visit to The Den, you will receive a policy pack this will include,

Information policies

Admissions and Fees, Behaviour policy, Administering Medication

Child's Information Forms

- The Den's pledge information form, registration form, medical form, parent contract, photograph permission/internet use form.
- All policies and procedures are available for you to view online via school website. Follow the link for wraparound care.

When the forms are returned the Child's full Birth Certificate and Photo ID of parent's or carers will need to be shown. When the Photo ID and Birth Certificate has been verified the registration form will be signed by The Den staff as proof that ID has been shown.

Permanent place:

- Your child will be able to attend The Den as soon as the completed forms and identity have been verified and the first two weeks payment received.
- Once booked, if a child does not attend, regardless of the reason eg due to sickness, holiday or social reasons, all absences are fully chargeable. If you wish to cancel the place at The Den, two weeks written notice is required.

One off session

- We will accept one off session bookings if there is availability. If a place has been booked and accepted and is no longer required, The Den must be given 24 hours' notice, if notice is not given, the place will still be charged in full.

Breakfast

7.30am to 8.40am = £6.50

Breakfast is available till 8.10 so children need to be in The Den by this time to have breakfast so they have enough time to eat before going into school.

After school sessions

3.15pm to 4.30pm = £6.50, 3.15pm to 5.00pm = £8.50, 3.15pm to 5.45pm = £10.50.

The Den recognises that childcare can be costly, so we encourage eligible parents or carers to claim the childcare element of the Working Tax Credit. We are registered for children who are eligible for Early Education funding. The Den is also registered with the Government National Savings.

- Fees are payable fortnightly in advance or by prior arrangement.
- Fees are only accepted by electronic transfer, standing order or direct debit payable to
- Bank details will be supplied separately.
- There is a charge of £5 for late collection after 5.50pm which will be added to the next invoice.
- Fees are charged for booked sessions whether the child attends or not.

Payment of fees

Fees are reviewed annually.

Fees are required to be paid two weeks in advance. This will ensure your child's place at The Den is secure. If parents or carers are having difficulty making the payment on time, we recommend that they arrange a meeting with Pauline Barritt Manager as soon as possible. If fees are not paid and have not been discussed with the manager your child's place will be at risk.

Any payments more than four weeks in arrears could result in losing your child's place at The Den.

Where there is no explanation for repeated late payment, the manager will contact the parents or carers to discuss payment options. The manager may issue a formal warning to the parent or carer informing them that continued late payment will result in their child's place at The Den being withdrawn.

Pastoral Care

The Den manager is the key person responsible for your child's care and well-being, She is also the designated staff member (DSM) for child protection within The Den.

All other staff will work alongside pupils throughout their stay.

The DSM for The Den has a responsibility for child protection and parents need to be aware that we have a duty to have regard for pupil welfare and report any causes for concern to the relevant agencies for support and/or further investigation. Our child protection policy is available to view via the school website: www.stmary&stmargarets.com follow link for wraparound care.

This policy was adopted by The Den	Date: 28 th April 2023
To be reviewed: April 2024	Signed: by Pauline Barritt Manager

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2021): Safeguarding and Welfare Requirements: Information and records [3.68-3.75]*

Also complies with Keeping Children safe in Education 2022