



## **Admissions, Payment & Cancellation Policy**

It is our intention to make Squirrels After School Club genuinely accessible to children and their families that attend Eynesbury School. In order to achieve this we will follow these points:

- Make our equal opportunities policy available to parents.
- Continue to consult parents to make sure that Squirrels After School Club goes on meeting the needs of themselves and their children.
- Monitor the age, gender and ethnic background of the children attending the club to enable access for all the families.
- Consult with families about the opening times of the club to avoid excluding anyone.
- Squirrels sessions run from 3:15pm - 5.10pm at a cost of £6.25, 5.10pm - 6.00pm at a cost of £7.25.
- 1 weeks full notice is required for cancellation of a session otherwise full payment will be charged. (as stated in the Welcome Pack and signed by parent/s).
- Any child booked in for a session, but not at school on the day due to medical grounds, the session will be cancelled and no fee incurred.
- Any child that has been sent home from school on medical grounds, the session will be cancelled and no fee incurred.

Review Date : July 2017

Signed: