



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 2018

Signed: