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## The Parachute out of school clubs

### Admissions and fee policy

The Parachute out of school club aims to provide up to date information to all parents, providing relevant information about all aspects of the setting and if there are not any places available for their child, the parachute club will provide parents with an alternative childcare organisations telephone number. All information for our parents can be found on our website [www.parachutechildcare.co.uk](http://www.parachutechildcare.co.uk) in the parent's handbook and on our notice board.

If a place is available for a child the parents and child will be invited to visit the club and speak to all staff members, once a child's parents have confirmed a place for their child, parents will be expected to fill out all necessary forms and parents contract.

The parachute club will set out fees and review them on a regular basis. As part of fee collections The Parachute Club operates a fortnightly texting system.

The management will always review for siblings and inform all the parents about the childcare element of the TAX CREDIT.

Payments of fees should be made each week, on the first day a child's attends. Individual payments arrangements will be renegotiated between the manager and parents. If no fees are paid on time the club will notify parents that the club operates a no payment no child collection policy.

Reviewed and updated; 15/9/07, 6/6/09, 17/1/11, Jan 2013,08/04/2015