



Admissions Policy

- HPSOSHC membership is open to all primary school children in the locality aged 4 -11 years old
- HPSOSHC welcomes all children, including those with different abilities and special needs
- HPSOSHC welcomes and provides positive opportunities and role models for girls and boys and for children of all cultures
- Priority is given to pupils of Houghton Primary School
- Priority is given to the siblings of children already attending HPSOSHC
- A waiting list will be operated and when a place becomes available it will be offered to the person highest on the list who meets the above criteria
- Membership may be withdrawn from any individual if a persistent problem exists which cannot be resolved.

Admissions Procedure and Payment of Fees

- All children attending HPSOSHC must be registered. Registration is free.
 - Fees are reviewed termly to ensure that income covers the cost of running the club.
 - All fees are payable every month in arrears. Payment is due within 7 days of the date of the invoice. The school accepts cheques, cash and child care vouchers. Cheques should be made payable to CCC Houghton Primary School.
 - All booked sessions must be paid for. When making a booking parents are reserving their child's place and staffing and resources are allocated accordingly. There is no reduction or refund for absence whatever the reason.
 - Any discrepancies with the invoice must be notified to the school office immediately. Payments not received within 7 days of the invoice date will incur a £10 or 10% penalty charge, whichever is greater. Persistent late or non-payment of invoices will result in you being unable to secure a place for your child.
 - One month's notice or payment of one month's fees in lieu of notice is required if your child's place is no longer needed. This includes reducing the number of sessions a child attends.
 - If children are picked up late there will be an additional fee of £10 per quarter of hour per child which will be added to the invoice. This is non-negotiable.
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