



**Fir Tree Junior School  
Fir Tree Fun Time After School Club  
Admissions Policy**



Fir Tree Fun Time is available for any child who attends either Fir Tree Junior School or has a sibling at St Nicholas Infant School. Admissions to Fir Tree Fun Time are made via our booking system.

When a parent wishes to book a child into Fir Tree Fun Time, they can visit our website [www.firtreejuniors.org](http://www.firtreejuniors.org) and select "Parents" and then "Clubs" and then click on "After School Club". On this page, parents will find all the necessary information to be able to register, such as session times, cost, staff and activities provided.

All forms are downloadable from the website and are printable. Parents should fill in the forms completely, answering all the questions and must sign the form at the end. This form should then be handed into Fir Tree School's office. Places are allocated on a first come, first served basis and are only allocated when a booking form has been completed.

Where the place is available, the Play Leader will contact the parent by phone or by email to confirm the booking and to invite the parent and child to look around. In the event of a place not being available, the Play Leader will ask if you wish to be added to a waiting list and will contact you as soon as a place becomes available.

Payment must be made at the time of the booking and can either be by cash, cheque or by child care vouchers. The cost is £11 per child per session. There is a charge for late collection of £5 per quarter of an hour.

There is a walking bus to collect siblings from St Nicholas infant school. There is an additional £1 a day fee for this facility. Please indicate on the Admission form if this is required

If your child has additional needs or requires 1:1 support, please feel free to discuss this with the Play Leader.

Once a booking has been made, it can be renewed every term by completing a new booking form and by making a new payment.

PLEASE NOTE: If a booking form is not completed fully or if payment is not made prior to booking then the place will be withdrawn. If you have difficulties making the payments, this should be discussed with the Play Leader or the School Manager.

In keeping with our staff ratio, we are not able to accept one off bookings. In the event of an urgent request please contact the Play leader or School Manager.