

# **Our Free Minds**

## **Admissions and Fees Policy**

Our Free Minds cares for no more than 24 children per session, between the ages of 8 and 16.

We run three days a week, Tuesday to Thursday, at the Burbage Scout Hut (SN8 3AN) during term time (and at times during school holidays too). Drop off time is 9.30am. Pick up time is 3.15pm.

### **New Admissions**

We offer a free trial session to interested children and their parents/guardians. We request that guardians stay at the trial session, and adhere to our **Visitors Policy**.

Once the family decides to join Our Free Minds, they must complete the necessary paperwork (the registration, medical and permission forms etc), and pay for the booked sessions, before their children can attend Our Free Minds.

New members are required to attend at least two days a week. Members may request to attend for one day only on a transitory basis for up to a maximum of one term to help the child settle in.

If at the moment of signing up, there is space on only one day, the member may start attending for that one day and add the second day once it becomes available.

If a parent/guardian wishes to stay until a child feels settled, they are welcome to do so but will need to be **DBS checked before this is possible, at their own cost**. We will review this situation on a three-week rolling basis, and reserve the right to request that a parent/guardian no longer attend sessions.

### **Booking and Fees**

The fee is £27 per session. However, we operate on a termly block-booking basis. Families will need to commit to their preferred block booking arrangement (either two days or three days per week) for the whole term. That means a family will need to book and pay for an entire term even if, say, they might miss one week due to a holiday booking. This will help us keep the fee affordable.

Fees are reviewed annually and are subject to increase from time to time.

We handle booking and invoicing before the start of each term (a term is usually four to six weeks long). Around four weeks before every term, we will email a list of session dates, and request that parents/guardians book the sessions they require. Once the bookings are made, we will send out invoices with our bank details. Fees can be paid by cheque, electronic transfer, cash or direct debit.

Payments for the term can either be made in full, one week before the first session, or in two instalments. The due dates are always one week before the booked period.

We encourage booking in advance as this helps us plan the sessions and gives the group some financial stability.

### **Refund or Cancellation**

In general, we do not refund or carry payment forward if a child did not attend a booked session, because by then we have already reserved the space for the members, and booked and paid for the facilitators and the venue. However, it may be possible to reschedule a session to another day **within six days before or after the missed session** - if there is space on that day **and** at our discretion.

Fees will **not** be refunded or waived if a child attends late or goes home before the normal end of the session.

Where payment becomes a barrier to attendance, we can sometimes offer preferential rates to families in hardship, and parents/guardians are encouraged to contact us to discuss this option.

### **Allocation of Places**

Places are offered on a first-come, first-served basis in general.

When all places have been filled on any particular day, children who would like to join that day will be placed on a waiting list. In that case, priority will be given to existing members who are already attending the other two days of the week.

Once the existing members are allocated spaces, the priority will then be given to the siblings of existing members. This practice is in line with our long term goal to create a community where members attend consistently and regularly.

This policy was adopted by: <a href="#">Our Free Minds</a>	Last reviewed and signed by:
Date of last review: 04.12.25	- <a href="#">Katie Kotting, Chair of the Board of Trustees</a>

To be reviewed: 04.12.28	<ul style="list-style-type: none"><li>- Clea Sambrook, Trustee for Safeguarding</li><li>- Poppy De Witt, Trustee</li></ul>
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