# **Our Free Minds**

# **Admissions and Fees Policy**

Our Free Minds cares for no more than 24 children per session, between the ages of 5 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 9-9.30am. 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 to adhere to our **Visitors Policy.**

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

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**

Bookings are on a whole term basis (a minimum of one session per week) to receive the 10% discount (£27 per session). Partial bookings will incur the full fee of £30 per session. 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 six or seven 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.

Once past these due dates, the booking discount cannot be offered. 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 one or two days of the week. 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: Our Free Minds | Last reviewed Date: 03.06.25 |
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| To be reviewed: 03.06.28 | Signed: [Poppy De Witt](mailto:poppydewitt@yahoo.co.uk) |