

Turning Tides Education Holiday Club

Admissions and Fees Policy

Turning Tides Education offer 5 day long performing arts clubs during the school holidays. These are suitable for children between the ages of 7-11.

Places are offered on a first-come first-served basis. When all places have been filled, a waiting list will be established and places offered to the first on the list if available.

Registration

When an enquiry regarding places is made, parents or carers will be given all the relevant Club information, including:

- Information regarding availability of places
- Details of the **Admissions and Fees** policy
- Registration form, medical form, privacy notice, photo permission form
- **Behaviour Management** policy
- **Complaints** policy

If no places are available, the parent will be informed and the child's name added to the waiting list. As soon as suitable places become available parents will be informed.

Booking procedure

Parents must complete the necessary paperwork, i.e. registration, medical, privacy notice, booking and photo permission forms, before their children can attend the club. If a parent wishes to cancel their booking, this must be done 7 days in advance if the fees are to be refunded.

Fees

Each course is a flat fee for the five days of each club and is £130 for the week. Refunds will not be given for days that children do not attend. The fees must be paid on registration to secure your child's place.

This policy was adopted by Turning Tides Education	Date: 17.5.23
To be reviewed: May 24	Signed: K.Yates