

# Wickwar Out of School Club

## Admissions and Fees Policy

Wickwar Out of School Club is registered with Ofsted; our registration number is 136114. We provide care for up to 40 children per session between the ages of 4 and 13, primarily serving the children of Alexandra Hosea School.

### Admissions

The Club undertakes an annual allocation of places in line with the academic calendar on the following basis and works towards providing certainty to both existing and new users to the greatest extent possible. The Club aims to work to the following allocation schedule each year,

Month	Activity
May	Existing Users requested to confirm existing sessions and any new sessions required for following academic year (on a first come first served basis).
May/June	Existing user sessions planned New users sessions planned based on available submitted preferences Produce preliminary session plan
June/July	Confirm sessions to Existing and New Users.

The following principles are applied in order for allocation of spaces,

- 1) Current User's sessions are assumed to continue from term to term, year to year unless sessions are cancelled in line with the Club Policies.
- 2) Any vacant spaces will be offered to Current users on a first come first served basis (from submission and receipt of a registration form).
- 3) Following 2) above remaining vacant spaces will be offered to new users on a first come first served basis (from submission and receipt of a registration form).

When all places have been filled a waiting list will be established, with the following order of priority:

- 1) Current users submitted preferences
  - a) Date the place(s) were requested
  - b) Date the requested session is to start
- 2) New users submitted preferences
  - a) Date the place(s) were requested
  - b) Date the requested session is to start

### 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
- Parent contract, booking form.
- Behaviour Management policy
- Complaints policy
- Club Handbook

If a place is available the child will be able to attend the Club as soon as the completed forms are received.

If no places are available the parent will be inform 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. contract and registration form, before their children can attend the club.

- Permanent place:
  - Once booked, if a child does not attend for any reason, the session will still be charged for. If you wish to cancel the place altogether, one month's notice in writing is required.
  - Demand remains high for many sessions and WOOSC wants to maximize the available places to existing and new users.
  - In the event that a session attendance is consistently 'No-Show' WOOSC will write to parents requesting their consideration if the session is still required.
- 'No Show' is defined as where a child does not attend a permanent booked session and no contact is made in advance of the session start.
- Consistent 'No Shows' are defined as where a No Show have continued consistently for [a complete term].
- Temporary booking:
  - We will accept temporary or occasional bookings as long as there are places available. If a temporary place has been booked and is no longer required, the club must be given 48 hours notice. If notice is not given, the place will still be charged for.

#### Fee structure

Fees are charged at the following rates:

Description	Morning Session (07:45 – 08:50)	Afternoon Session (15:30 – 18:00)	Full Day (07:45 – 18:00)
Regular Booking	£3.90	£7.20	n/a
Casual Booking	£4.25	£7.70	n/a
Holiday Club	£12.25	£12.25	£21.80

The Club recognises that childcare can be costly, so we encourage eligible parents or carers to claim the childcare element of the Working Tax Credit. We are also registered to accept childcare vouchers from Edenred, Computershare, Care-4, Sodexho, Kiddi, Co-op, Busy Bees Benefits as well as Bristol, South Gloucestershire, & BANES Councils & the New Government Childcare Voucher scheme.

- Regular session Fees are payable termly in advance
- Casual session Fees are payable on the day they are booked. Outstanding Casual fees will be added to the following Terms invoice if applicable.
- Holiday session Fees are payable a minimum of 1 week before session is held.
- There is a charge of £5 per 15 minutes for late collection, which will be added to the next invoice

- Fees can be paid by cheque, electronic transfer, cash or direct debit
- Fees are charged for booked sessions whether the child attends or not
- Late payment of fees incurs a £5 surcharge which will be applied to the next invoice.

### Payment of Fees

The on time payment of Fees are fundamental to the effective operation of WOOSC.

Fees are reviewed annually. The Club will consider requests for variation to payment terms on an individual basis. Anyone making these requests should contact the administrator at the earliest opportunity. Any queries regarding fees should be directed to the administrator.

If fees are not paid, the Club will write to the parent or carer, requesting payment. If the parents or carers are having difficulty making the payment on time we recommend that they arrange a meeting with the administrator as soon as possible.

Where there is no explanation for repeated late payment, the administrator will contact the parents or carers to discuss payment options. The administrator may issue a formal warning to the parent or carer informing them that continued late payment will result in their child's place at the Club being withdrawn.

If the fees remain unpaid after all the above options have been explored, the Club may have to cancel the child's place.

Further action may be taken through the small claims court.

This policy was adopted by

Wickwar Out of School Club      Date:  
To be reviewed:

Date: Signed:

Chair of management Committee

Written in accordance with the Statutory Framework for the Early Years Foundation Stage (2014): Safeguarding and Welfare Requirements: Information and records [3.68-3.75]