



Admission and Fees Policy

As an Ofsted registered provider, we both encourage and actively support eligible parents/carers claiming and taking up the childcare element of the Working Tax Credit.

The Club is registered to take 30 children. The Club will accept primary aged children.

The Manager will always strive to provide places but there may be times when places are full and the Club has a waiting list.

Registration

When a parent/carer contacts the Club enquiring about a place for their child, they will be given all the relevant information they require including details of the Admissions and Fees policy, and informed of whether there is currently a suitable place for their child.

If a place is available the parent/carer and, where possible, the child will be invited to visit and be shown around the Club and speak to members of staff. If the parent/carer agrees to abide by all the terms and conditions of admission, including the level of fees and arrangements for payment, they will be asked to complete and sign the Registration and Medical Form to confirm their child's place.

Fees

The Clubs fee structure is as follows:

There is an annual registration fee set by the Committee and this is reviewed annually.

The Club is registered to take childcare vouchers.

The level of fees will be set by the Committee and reviewed annually in the light of the Club's financial position. The Club will be sympathetic to requests for daily payment. Parents/carers wishing to negotiate this or any other alteration to the standard fees policy should arrange a meeting with the Manager/Committee at the earliest possible opportunity.

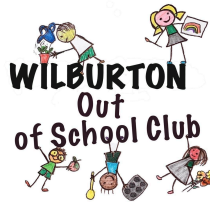
If the fees are not paid on time, the Club will notify the parent/carer in writing and request payment at the earliest possible opportunity.

Late collection of children will result in an additional charge being made.

Parents/carers are encouraged to speak to a member of staff or the Manager if they have any query about the fees policy, or if, for any reason, they are likely to have difficulty in making a payment on time. Parents/carers are strongly advised to arrange a meeting at the earliest possible opportunity, to avoid jeopardising their child's place at the Club.

If fees are paid persistently late or not at all with no explanation, the Manager will investigate the matters and discuss different payment plans.

The Manager has the right to issue a formal warning to the parent/carer and inform them that continued late payment will result in their child's place at the Club being forfeited.



If all options have been explored and the fees are not paid the Club may be forced to terminate the child's place.

This policy was adopted at a meeting of **Wilburton Out of School Club**

Held on

Signed on behalf of the Management
Committee / Proprietor

Role of signatory (Chairperson)

This policy was reviewed on