



Play in Ltd

Admissions and Fees Policy

Play in Ltd is registered with Ofsted; please ask a member of the Management team or visit our website for our separate club's registration numbers. We provide care for children between the ages of 4 and 12 years. Primarily serving the children of Schools: Dore Primary, Totley Primary and Totley All Saints.

Places are offered on a first-come first-served basis. When all places have been filled a waiting list will be established, with the following order of priority:

1. Siblings of children already attending the club
2. Those requiring the greatest number of sessions/hours per week
3. Children of Dore/Totley Primary schools (for after school club)
4. Children living in the area attending other schools
5. Sibling of children who live in the area attending other schools

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
- Club Info Pack (inc. details of the Admissions and Fees policy)
- Admission form (inc. medical form, parent contract, permission forms etc) - to sign
- Safeguarding form 'What Parents and Carers need to know' - to sign
- Privacy notice - to sign
- Behaviour Management policy
- Complaints policy

If a place is available, the parents and child will be invited to visit the club for an induction. This usually includes a FREE look around visit, settling in session and a walking bus trial, before the child's first day. 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 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, contract, registration, medical, privacy notice, booking and photo permission forms, before their children can attend the club.

- **Permanent place (after school club):**

Once booked, if a child does not attend for any reason, you will still be charged for this place. If you wish to cancel the place altogether, one month's notice in writing is required.

- **Temporary booking (after school club):**

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 per session.

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/Universal Credit. We are also registered to accept childcare vouchers and with the Tax-Free Childcare scheme.

- Fees are payable monthly in advance (for after school club), or when booking a place online (for holiday club)
- Fees can be paid by cheque, electronic transfer, cash or direct debit
- There is a late collection fee of **£5 for each staff member for every 5 minutes after 6.30pm (after school club) or 6pm (holiday club)** to cover the costs of the staff who are legally required to stay and supervise your child. This will be added to the next invoice (for after school club) or charged/invoiced separately (for holiday club)
- Fees are charged for booked sessions whether the child attends or not (unless agreed otherwise by the Manager)
- We offer a 10% discount for siblings (after school club)
- We offer a 10% discount for full time (after school club)
- We offer a 5% discount for the first sibling (holiday club)

Payment of fees

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 manager at the earliest opportunity. Any queries regarding fees should be directed to the manager.

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 manager as soon as possible.

Where there is no explanation for repeated late payment, the manager will contact the parents or carers to discuss payment options. The manager 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.

Cancelling/Changing Sessions (holiday club)

If you have booked in sessions at the holiday club and would like to cancel these sessions, we can offer a 50% cancellation fee if given **at least 1 weeks notice**. If a weeks notice is not given then you will be charged the full amount for the booked sessions. If you would like to change a booking, we will change a booking like for like at any point (subject to availability) at no extra charge. We will always advise you of the most cost effective way to amend your booking. Please e-mail or ring in order to request these changes.

In the event of child sickness, severe weather conditions, personal change of plan where the session is no longer needed or failure to provide **1 weeks notice**, your full normal rate will still be charged. Please ensure that fees are paid promptly. Non-payment may result in your place being terminated. If you are having difficulty paying fees, please speak in confidence to the Manager.

Cancelling/Changing Sessions (after school club)

If your child attends on a permanent place and you wish to take them on holiday, you must give 1 months notice in writing and you will only be charged 50%. If you fail to give 1 months notice in writing, the full rate will still be charged. If your child will be leaving After School Club permanently, you must give **at least 1 months notice**. If you fail to give 1 months notice in writing, the full rate will still be charged.

This policy was adopted by: Play in Ltd	Date: Sept 2021
To be reviewed: Sept 2022	Signed:

Written in accordance with the Statutory Framework for the Early Years Foundation Stage (2021): Safeguarding and Welfare Requirements: Information and records [3.67-3.77]