



# Whittlesford Out of School Club

## Admissions and Fees Policy

Whittlesford out Of School Club is registered with Ofsted; our registration number is EY 547274. We provide care for up to 50 children between the ages of 4 and 16, primarily serving the children of William Westley C of E Primary School. Holiday club accepts children from any school.

Places are offered in priority order as follows:

1. Children of staff and committee
2. William Westley children with regular bookings established in the 2018/19 academic year or previous term of the 2017/18 academic year (at least one session/week).
3. Siblings of William Westley children already regularly attending the club.
4. First come first serve basis (time/date of email of booking form or time/date of form submitted to club post box), Provided forms are sent together at the same time, every effort will be made to ensure siblings who are both new to the club can be allocated places together.

### 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, parent contract, booking form, photo permission form
- **Club Handbook**

If a session place is available, the parents and child will be invited to visit the club for an induction. The child will be able to attend the Club as soon as the completed forms and payment are received. If we do not have a registration form then your child will not be able to attend the club until we receive one.

If no bookings are available, the parent will be informed and the child's name added to the waiting list. As soon as suitable booking become available parents will be informed. (please see above for order of priority)

All children, including those already using the club, must have a new registration form completed and returned to the club at the beginning of each academic year.

### Club attendance, places and cancellations

Parents must complete the necessary paperwork, i.e. contract, registration, medical, booking and photo permission forms, before their children can attend the club. Booking forms will be released on the website and notification will be sent out by email when they are available. Hard copies are also available from the setting. There is also a copy on our website:

- **Regular advanced Booking:**

A booking form must be submitted in advance as described in the booking procedure below.

Once booked, if a child does not attend any session for any reason, you will still be charged for this place. If you wish to cancel the booking altogether, at least 7 clear working days' notice is required for breakfast club and after school club. If notice is not given, then the session will still be charged for.

For holiday club, no refunds will be given for any advanced or late cancellation or non-attendance at any session. However, notification of the club is still required so that appropriate staffing levels can be maintained.

- **Temporary/adhoc booking:**

We will accept temporary or occasional bookings as long as there are places available. If a temporary/ adhoc place has been booked and is no longer required, the club must be given 7 clear working days' notice for breakfast and after school club only. If notice is not given, the place will still be charged for.

For holiday club, no refunds will be given for any advanced or late cancellation or non-attendance at any session. However, notification of the club is still required so that appropriate staffing levels can be maintained.

## **Booking procedure**

The WOSC Calendar can be found on the club's website and contains all of the form release dates, early bird deadline booking form submission dates and payment dates, bank holidays, WW training days and holiday club days.

### **Early bird booking for the start of the academic year (September term)**

- Booking forms for the September term will be released in July as per the WOSC Calendar.
- The Early bird (EB) deadline is 5 weeks prior to the start of term to allow confirmation of places to be made ahead of payment. Confirmation of booking request will be made in such time to allow all payments to be made by the payment deadline in early August. This allows staffing to be planned, parents to know whether their booking requests have been met, regular booking patterns to be established at the beginning of the year and to allow time for payment to be made and checked ahead of the start of term.
- All booking forms received by the EB booking deadline for September will be collated when the deadline closes. The priorities listed at the beginning of the policy will then be used to allocate places providing registration forms have been also received.
- An email will be sent out within one week of the EB deadline passing to confirm whether session places have been allocated, subject to payment.
- Although availability will be confirmed ahead of payment, place allocation is still subject to payment being made by the payment deadline as shown on the WOSC calendar. If payment is not received in full and on time, then your reserved places will be lost.

### **All other Early Bird Half termly bookings and payment**

- For all other half term periods for the year the EB booking deadline will be four weeks ahead of the next half term. Please submit your form by the date shown on the WOSC calendar.
- Following receipt of the booking form, places will be allocated in the priority order given at the beginning of the policy once the early bird deadline has expired.
- Confirmation of your child's place will be sent but it is subject to payment. Payment must be received by the payment deadline given on the calendar to secure your child's place for the next half term using the early bird rate otherwise your child's place will be lost.
- New registrations & initiation of regular session bookings are welcome all year round but are subject to availability. Siblings will be given priority as above.
- Any bookings where payment is received after the early bird payment deadline will not be considered in the first allocation of places. Places will be subject to availability and payment and will be charged at full rate.

### **Bookings made after early bird deadline, including late, ad hoc and emergency bookings**

- For all bookings being made after the early bird deadline for the half term, the only method for booking is to call the club telephone, [01223 495565](tel:01223495565) during club hours for breakfast club, after school club and holiday club. Email requests will not be accepted. Confirmation of availability will need to be received from a member of staff.
- Payment at full rate is required immediately. If payment is not received within 5 working days of the session request, then the club reserve the right not to accept your child for future bookings.
- On confirmation of availability, the staff will make a record of the session(s) required and subsequently payment will be checked. If payment is not received, then the club reserve the right not to accept your child for future bookings.
- To change a booking from 5pm to 6pm for after school club there will be a fee of £4.00 for authorised changes (not the price difference between a 5pm session and 6 pm session).
- Changes that have not been agreed with the setting will result in a phone call to the parent/carer to come and collect their child and the late collection fee of £15.00 will apply.
- Any time extension required for holiday club sessions can only be extended to a school day, full day or an additional half day must be booked. Hourly extensions are not permitted. Extensions are subject to availability.

### **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 treasurer at the earliest opportunity. Any queries regarding fees should be directed to the manager/treasurer.

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/Treasurer as soon as possible.

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

Please note that sessions are non-transferrable, sessions need to be cancelled and re booked in for the required day, if less than 7 clear working days' notice is given then the session is still chargeable (breakfast and after school club only).

### **Fee structure for 2018/19 academic year -**

	<b>Early bird</b>	<b>Full rate</b>
<b>Breakfast club</b>	£4.95	£5.61
<b>After school until 5pm</b>	£7.14	£8.47
<b>After school until 6pm</b>	£10.20	£12.04

<b>HOLIDAY CLUB</b>	<b>Early bird</b>	<b>Full rate</b>
<b>Full day</b>	£24.50	£29.60
<b>School Day</b>	£19.50	£22.60
<b>Am/Pm session</b>	£15.40	£17.90

### **Payment methods**

Payment is preferred by BACS, however cheques will be accepted. Please note cheques must be received (posted in club post box) by the early bird deadline with your child's name and the session period it is for (e.g. - Sept-Oct) on the reverse (this will help trace payment).

Cheques must be made payable to: **Whittlesford Out of School Club CIO (Not WOSC).**

### **WOSC Bank account details for BACS:**

Whittlesford Out of School Club CIO

Bank sort code: 09-01-29

Bank account number: 14319503

*Please use child's full name as reference*

Payment or part payment can also be made using childcare vouchers. If payment or part payment is being made by childcare vouchers, please ensure that your WOSC account is in sufficient credit to cover fees by the early bird payment deadline or before your child starts sessions if paying full rate. If insufficient payment is received by the early bird payment deadline, your place(s) cannot be guaranteed.

If any parent has any problems with making payment, they should contact the [treasurer@wosclub.co.uk](mailto:treasurer@wosclub.co.uk) to discuss appropriate options.

Note that the committee is comprised of volunteers, therefore the club reserves the right to utilise date of payment on bank statements, date cheques received in club and date vouchers

paid in as reference. Follow up for non-payment therefore may not be immediate due to the personal commitments of the committee.

**Accumulated credit**

Parents are responsible for managing their credit with the club if sessions are cancelled with greater than 7 clear working days' notice (breakfast and afterschool club only). See above for cancellation rules. Note that vouchers are not refundable.

Written in accordance with the Statutory Framework for the Early Years Foundation Stage (2017): Safeguarding and

This policy was adopted by: WHITTLESFORD OUT OF SCHOOL CLUB	Date: SEPTEMBER 2018
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Welfare Requirements: Information and records [3.68-3.75]