



Whittlesford Out of School Club

Admissions and Fees Policy

Whittlesford out Of School Club CIO is registered with Ofsted; our registration number is EY 547274. We provide care for up to 50 children between the ages of 4 and 12. We accept any children from any school but primarily serve the children of William Westley C of E Primary School.

Places are offered in priority order as follows:

1. Children of staff and committee, looked after and vulnerable children as defined by William Westley.
2. William Westley children based on a first come first served basis (time/date of email).
3. Children from other schools, on a first come, first served basis (time/date of email) for holiday club sessions.
4. Booking requests for siblings will be managed together provided the individual booking forms are submitted simultaneously.
5. All bookings received after the deadline date will be dealt with on a first come first served basis, regardless of the school attended.

Please note that the total number of children per session is dependent on staff: child ratios and maximum capacity for our facilities.

New registrations and initiation of regular session bookings are welcome all year round but are subject to availability.

Registration

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

- Information regarding availability of places
- Details of the **Admissions and Fees** policy
- Registration form and permission form
- A **Club Handbook**

If a session place is available, new parents and child(ren) will be invited to request 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 and permission form completed and returned to the club at the beginning of each academic year before bookings will be accepted.

Club attendance, places and cancellations

Parents must complete the necessary paperwork, i.e. registration and permission forms, before their children can attend the club. Hard copies are also available from the setting. There is also a copy on our website:

www.wosclub.co.uk

- **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. However, notification of the club is still required so that appropriate staffing levels can be maintained for safeguarding reasons.

- **Temporary/ad hoc booking:**

We will accept temporary or occasional bookings as long as there are places available. If a temporary/ ad hoc place has been booked and is no longer required, you will still be charged for this place.

Booking procedure

The WOSC Calendar can be found on the club's website and contains all of the form release dates and booking deadline dates.

Regular bookings by the deadline date

- Please note, email booking submission is preferred to allow a timely response. Paper booking forms may be submitted via the post box in the WOSC room.
- Following receipt of the booking form, places will be allocated in the priority order given at the beginning of the policy once the deadline date has been reached.
- Places will be confirmed within 2 weeks of the deadline date, but the session place is still subject to payment being made. Payment must be received within 5 working days to secure your child's place for the half term or holiday period otherwise your child's place will be lost.
- If payment is not received in full and on time, then your reserved 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.

Bookings made after the deadline, including late, ad hoc and emergency bookings

- To make a booking after the deadline date, email bookings@wosclub.co.uk (if booking at least a week in advance) or speak to a member of staff or call the club telephone number 01223 495567 during club opening hours.
- Confirmation of availability will need to be received from a member of staff.
- Payment 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.

- 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 payable in advance (at time of booking) and can be paid using Bacs payment, childcare vouchers (please note we no longer accept cash or cheques).

There is a late collection fee of £15 per 15 minutes.

Fees are charged for booked sessions whether the child attends or not.

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 and session fees are not refunded for cancelled sessions.

Fee structure for 2024/25 academic year -

TERM TIME	Fee
Breakfast club	£6
After school until 6pm	£14

HOLIDAY CLUB	Fee
Full day	£30
School Day	£22.60
Am/Pm session	£17.90

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. If insufficient payment is received, your place(s) cannot be guaranteed.

If any parent has any problems with making payment, they should contact the 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, 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.

Note that vouchers are not refundable.

This policy was adopted by: WHITTLESFORD OUT OF SCHOOL CLUB	Date: UPDATED SEPTEMBER 2024
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Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2024): Safeguarding and Welfare Requirements: Information and Record Keeping [3.77], Information for Parents and Carers [3.82]*