



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 47 children between the ages of 4 and 13. 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 booking your child / children's place, parents or carers will be given or directed to the consent section on our online booking system, with all the relevant Club information, including:

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

If a session place is available, new parents and child(ren) will be invited to / can 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 fill in the online registration then your child will not be able to attend the club until this section is filled in.

If no bookings are available, the child's name will be added to the online 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 complete the online registration and consent section form before bookings will be accepted.

It is the responsibility of parents/carers to keep the online registration and consent forms up to date and details are correct.

Club attendance, places and cancellations

Parents must complete the necessary online, i.e. registration and consent sections, before their children can attend the club.

- **Regular advanced Booking:**

Bookings can be made using our online system. These bookings can be made on a contract for many months ahead.

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

WOSC use an online booking system that is updated annually alongside William Westley Primary Schools announcing term time dates.

Regular bookings by the deadline date

- 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

- 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 or full 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), direct Debts and Tax free childcare Gov.

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.

All advanced bookings are subject to a price increase or additional fee for trips to be added.

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

Payment methods

Payment is preferred by BACS or direct debt.

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, 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.

Note that vouchers are not refundable.

This policy was adopted by: WHITTLESFORD OUT OF SCHOOL CLUB	Date: UPDATED January 2025
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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]