



## Admissions and Fees Policy

Wasps is registered with Ofsted; our registration number is 123647. We provide care for up to 34 children between the ages of 4.5yrs and 11yrs, primarily serving the children of Beech Hyde School and St Helen's C of E School.

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. Length of time on the waiting list
3. Those requiring the greatest number of sessions per week

## 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 **admissions and fees policy**
- Details of how to **register using our online booking system**
- **Behaviour management policy**
- **Complaints policy**
- Club handbook

If a place is available, the parents and child will be invited to visit the club for an induction. This 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 place become available parents will be informed.

## Booking procedure

Parents must complete the necessary sections on the online booking system, i.e. contract, registration, medical, privacy notice, booking and photo permission forms, before their children can attend the club.

- **Permanent place:** 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:** 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

### After School Club:

- £12 per session for one child, £23 per session for 2 siblings, £33 per session for 3 siblings

### Breakfast Club:

- £6.00 per session per child

### Holiday Club:

- £30 per day per child for members
- £32 per day per child for non-members

Wasps 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 various other childcare vouchers and with the Tax Free Childcare scheme.

- Fees are **payable half-termly in advance and must be fully paid by the end of each half term**
- Fees can be paid by electronic transfer, childcare vouchers, or direct debit
- There is a charge for late collection, £5 for every 15 minutes late, and will be added to your next invoice
- Wasps charges an initial registration fee of £25 renewable at the start of each academic year at £10 per family.
- **Fees are charged for booked sessions whether the child attends or not**

## Payment of fees

Fees are reviewed annually. Wasps 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, Wasps 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, Wasps may have to cancel the child's place and seek to recover the outstanding fees via legal channels.

This policy was adopted by:	Date:
W.A.S.P.S. (Wheathampstead After School Play Scheme)	6 <sup>th</sup> December 2023
To be reviewed:	Signed:
December 2024	Susie Wood

Written in accordance with the Statutory Framework for the Early Years Foundation Stage (2023): Safeguarding and Welfare Requirements: Information and records [3.74]

<https://d.docs.live.net/fe2109dd8b5e6c90/Documents/ACADEMIC YEAR 2023-24/2024 POLICIES/Admissions and Fees Policy.docx>