Wickwar Out of School Club

Admissions and Fees Policy

Wickwar Out of School Club is registered with Ofsted; our registration number is 136114. We provide care for children between the ages of 4 and 13, primarily serving the children of Alexandra Hosea School.

**Admissions**

The Club undertakes an annual allocation of places in line with the academic calendar and works towards providing certainty to both existing and new users to the greatest extent possible. The club opening times have been amended for the 2020/21 academic year in order to open from 7.45 am until 9.15 am and 3.00 pm until 6.00 pm weekdays, during term time in line with Alexander Hosea School ‘Bubbles’.

The maximum number of places available per session at Wickwar out of School Club (morning or afternoon), is 40. This will be reviewed on a termly basis and additional REGULAR sessions made available when possible according to the established waiting list.

The Club aims to work to the following allocation schedule each year,

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| Month |  Activity |
| May | Existing Users requested to confirm existing sessions and any new sessions required for following academic year (on a first come first served basis). |
| May/June | Existing user sessions planned New users sessions planned based on available submitted preferencesProduce preliminary session plan |
| June/July | Confirm sessions to Existing and New Users. |

The following principles are applied in order for allocation of spaces,

1. Current User’s sessions are assumed to continue from term to term, year to year unless sessions are cancelled in line with the Club Policies.
2. Any vacant spaces will be offered to Current users on a first come first served basis (from submission and receipt of a signed and dated registration form).
3. Following 2) above remaining vacant spaces will be offered to new users on a first come first served basis (from submission and receipt of a signed and dated registration form).

In the event that demand for sessions outweighs availability,

1. WOOSC will ask parents to carefully consider which sessions are needed and reduce them if they can, in order that we may support as many parents as possible.
2. This reduction will be for a minimum of 1 School Term and will be in place until further REGULAR sessions can be made available safely.
3. Parents releasing sessions will be asked to confirm if they are giving them up completely or temporarily. If a temporary reduction is required, parents giving up sessions will be added to the top of the waiting list so that the sessions may be reinstated as soon as additional REGULAR sessions are released.
4. If after voluntary session reductions demand still outweighs availability, WOOSC will allocate sessions by the date a completed registration form was received 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. Current users submitted preferences
	1. Date the place(s) were requested
	2. Date the requested session is to start
2. New users submitted preferences
	1. Date the place(s) were requested
	2. Date the requested session is to start

**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
* Behaviour Management policy
* Complaints policy
* Club Handbook

If a place is available 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. registration form, privacy statement and Care plan before their children can attend the club.

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

Demand remains high for many sessions and WOOSC wants to maximize the available places to existing and new users.

In the event that a session attendance is consistently ‘No-Show’ WOOSC reserve the right to withdraw the child’s place. Parents/carers will be contacted prior to the withdrawal being made.

* ‘No Show’ is defined as where a child does not attend a permanent booked session and no contact is made in advance of the session start.
* Consistent ‘No Shows’ are defined as where a No Show have continued in the same pattern consistently or have occurred over several consecutive sessions.

**Fees**

Fees are reviewed on a regular basis.

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. We are also registered to accept childcare vouchers from Edenred, Computershare, Care-4, Sodexho, Kiddi, Co-op, Busy Bees Benefits as well as Bristol, South Gloucestershire, & BANES Councils & the New Government Childcare Voucher scheme.

* Regular session Fees are payable termly in advance
* There is a charge of £5 per 15 minutes for late collection, which will be added to the next invoice
* Fees can be paid by cheque, electronic transfer or direct debit
* Fees are charged for booked sessions whether the child attends or not
* Late payment of fees incurs a £5 surcharge which will be applied to the next invoice.

**Payment of Fees**

The on time payment of Fees are fundamental to the effective operation of WOOSC.

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 Book-keeper at the earliest opportunity. Any queries regarding fees should be directed to the Book-keeper.

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 administrator as soon as possible.

Where there is no explanation for repeated late payment, the Book-keeper will contact the parents or carers to discuss payment options. The Book-keeper 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 and further action may be taken through the small claims court.

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| This policy was adopted by: **Wickwar Out Of School Club** | Date: 15/08/2023 |
| To be reviewed: 01/09/2024 | Signed:  |

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Written in accordance with the Statutory Framework for the Early Years Foundation Stage (2021): Safeguarding and Welfare Requirements: Information and records [3.68-3.75