

# Waterbeach After School Play Scheme



## Admissions and Fees Policy

WASPS is registered with Ofsted; our registration number is 221946. We provide care for up to 40 children at the After School Club, 24 children at the Breakfast Club and Holiday Club, between the ages of 4 and 11 years, primarily serving the children of Waterbeach Community Primary 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. Current users and siblings (incl new school intake) booking the same session/s as the previous academic year
2. Current users and siblings (incl new school intake) booking additional sessions/changing days of sessions from the bookings made the previous academic year.
3. Current users and siblings who use another club booking new slots
4. New families on the waiting list
5. Full sessions over half sessions for after school bookings
6. Length of time on the waiting list

### 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
- Parents/Carers are also sign posted to the WASPS website ([www.wasps.org.uk](http://www.wasps.org.uk)) for information on relevant policies and procedures.

If a 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 are received. If no places are available the parent will be inform 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 registration form 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 place will still be charged for.

### Fee structure

Refer to the website for the fees charged. This will be updated by the beginning of each year.

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 the following:

- Edenred
- Sodexo
- Computershare
- Kiddi Vouchers
- Co-op Vouchers
- Care4 Vouchers
- Childcare Voucher Solutions

· Fees are payable in advance. Fees statements are issued each month. Parents/Carers are required to ensure that fees are cleared by the end of each month. Failure to do so will incur in a 5% of your owed fees charged to your account.

- Fees can be paid by cheque, electronic transfer, cash, direct debit or by vouchers as named above
- Any families incurring arrears of over £100 will be sent a reminder to pay their fees. Failure to do so may result in their membership to the club being cancelled.
- Fees are charged for booked sessions whether the child attends or not
- We offer a discount for siblings, as detailed above

### 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 relevant manager at the earliest opportunity. Any queries regarding fees should be directed to the relevant manager.

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 and/or treasurer as soon as possible.

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

This policy was adopted by: Waterbeach After School Play Scheme (WASPS)	Date: 10-Nov-2020
To be reviewed:  November 2022	Signed ( <del>Manager</del> /Chairperson - delete as appropriate):

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2017): Safeguarding and Welfare Requirements: Information and records [3.68-3.75]*