



Admissions and Fees Policy

WASPS (Waterbeach After School Play Scheme) is registered to take 40 children, although at Breakfast Club we aim not to exceed 24 places due to the short session and Breakfast arrangements. The number of child places depends on the amount of staff working at the session (we work within recommended ratios). WASPS will accept children between the ages of 4-11 years old.

WASPS will always strive to provide places, but there may be times when places are full and the Club has a waiting list.

Session times

Breakfast Club: 7:45 a.m.-9:00 a.m. Children are taken to school.

After School Club: runs from the end of the school day, the children are collected from school. Half Session finishes at 4:45 p.m. Full session runs until 6:00 p.m.

Holiday Club: Full day 8:00 a.m.-6:00 p.m. Half sessions are 8:00 a.m.-1:00 p.m., or 1:00p.m.-6:00p.m.

Registration

When a parent/carer contacts WASPS enquiring about a place for their child, they will be given all the relevant information they require including details of the Admissions and Fees policy, and informed of whether there is currently a suitable place for their child.

If a place is available the parent/carer and, where possible, the child will be invited to visit WASPS and speak to members of staff. If the parent/carer agrees to abide by all the terms and conditions of admission, including the level of fees and arrangements for payment, they will be asked to complete and sign the Registration Form to confirm their child's place.

Booking Procedure

The Place

The place offered to the child will be for specified days and times and applies for the full academic year. Parents/carers will be consulted during the summer term as to which sessions will be required the following academic year, with a guaranteed minimum of the same place being available. At this point any changes can be discussed with the Co-ordinators and they will be given priority over new families joining the club (see Waiting List).

Changes to the Regular Booking

If a parent/carer wishes to change the regular sessions mid way through the academic year, then they should discuss availability with the Co-ordinators in the first instance. If this results in fewer sessions being booked then the cancellation terms apply (see Cancellations). Once a session has been cancelled it will be offered to the next family on the waiting list.

Additional Ad Hoc Sessions

If additional sessions are required on an ad-hoc basis it is vital that parents/carers notify WASPS in advance and await confirmation from the Club. Children who have not been booked in for a session will not be able to attend WASPS. In particular, if children do not have a confirmed booking for an after school session then they will remain in the care of the school.

Bookings can be made by:

- Contacting the Co-ordinators on the telephone: 01223 861140 (voicemail for out of session times)

- visiting the Playhouse during session times
- email playhouse@waterbeach-wasps.org.uk - advanced bookings only, not same day bookings.

For both email and telephone requests, parents/carers need to await confirmation from one of the Co-ordinators to secure the booking.

Bookings are then made on a first come first served basis day to day if there are spaces available and parents/carers would like to book.

Please avoid making last minute bookings as the Club may be full for the session requested.

It is the responsibility of the parent/carers to inform the school that their child is attending WASPS after school sessions and likewise parents/carers must ensure their child/children know that WASPS will be collecting them at the end of school.

Cancellations

Cancellations cannot be made on an ad hoc basis - all bookings made will be charged. If your child/children cannot attend, for any reason, the session fee still applies.

Exceptional circumstances, which must be put in writing, will be considered at the discretion of the Co-ordinator and WASPS Management Committee.

When giving up/changing a regular place/leaving WASPS one calendar month's notice should be given in writing or via email. Please inform a Co-ordinator as soon as possible to allow for administration and staffing arrangements.

If a child will not be attending a session, either through illness or any other reason, then parents should inform WASPS in good time, before the start of the missed session, by calling the playhouse and leaving a message on the answering machine. Details can then be updated regarding the children to collect from school. Email is not checked until after the school collections.

Waiting List

When sessions are full WASPS has a waiting list. To ensure that admissions to WASPS are offered on a fair and transparent basis, the following procedure will apply to the management of waiting lists:

- If, on making an enquiry about a place for their child, a parent/carer is informed that there is not currently a suitable one available, WASPS waiting list procedure will be explained and then activated on the parent/carer's behalf
- Parents/carers will be encouraged to submit their request for a place for their child to WASPS in writing. The details of this request will be placed on the waiting list, in the order that they are received
- The waiting list will be kept and used on a 'first come first served' basis. The Club will advise the parent/carer of how long they are likely to have to wait before a suitable place becomes available. This information will only be an estimate and will not constitute a binding guarantee from the Club.
- When a vacancy becomes available, the Co-ordinators will contact the parent/carer highest up on the waiting list.
- If the parent/carer concerned no longer wishes to take up a place, the parent/carer of the next suitable child on the list will be contacted.
- If any parent/carer wishes to reserve a place until their child/children attend, this place must be paid for or the parent/carer of the next suitable child on the list will be contacted.

The following criteria may also be used to identify the allocation of new places at a particular club

- 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**

Fees

The level of fees will be set by the WASPS Management Committee and reviewed annually. Parents will be informed in writing of the new fees during the autumn term to give notice of any increase for the following January. Parents/carers wishing to discuss this or any other alterations to the standard fees policy should arrange a meeting with the WASPS Management Committee at the earliest possible opportunity. WASPS fees for the current year are available on request and are displayed on the WASPS notice board.

Methods of Payment

An initial registration fee of £10 is payable per family. A payment of £50 per family must also be paid before a child/children can attend WASPS. This is a refundable deposit and will be taken off the amount owed when the child/children leave WASPS, or refunded if fees are up to date. As with all other fees, the registration fee and refundable deposit will be reviewed in the autumn term.

Payments can be made through:

- the Club's website (www.waterbeach-wasps.org.uk) by debit or Credit Card
- Cash or cheque payments can be made at WASPS
- Direct to the Club's bank using online banking and/or standing order – details will be on individual libacura statements
- Childcare vouchers

Parents/carers are to keep track of the sessions they use and pay fees accordingly. The WASPS online system can be viewed to check the status of accounts and check bookings at any time. The Club appreciates fee payments in advance.

Up to date statements showing the balance due are emailed or given to parents at the start of every term and half term. They can also be emailed or printed for parents by the Co-ordinators at any time. If fees cannot be paid in full for the whole half term, payments must be made for each month by the end of the month. Balances must be cleared by the end of the school year. If the parents/carers are paying by childcare vouchers and term dates do not coincide they should speak to the co-ordinator.

A 50% non-refundable booking deposit is required when booking holiday club places, the balance of the holiday club booking must be cleared by the end of the holiday club attended.

If WASPS incurs the charge of a bounced cheque the charge will be passed onto the family that presented the cheque to WASPS as payment.

Parents/carers are expected to collect their child/children on time; persistent lateness when picking up from a session will result in a charge in order to cover additional staffing plus an administration fee of £10.

If your child is absent due to illness or does not attend a booked session the fee will still be charged.

Non-payment of fees

If fees are not paid on time, the Club will notify the parent/carer in writing and request payment at the earliest possible opportunity.

Parents/carers are encouraged to speak to a Co-ordinator or the WASPS Management Committee if they have any query about the fees policy, or if, for any reason, they are likely to have a difficulty in making a payment on time to avoid jeopardising their child's place at the Club.

If fees are paid persistently late or there is an accumulation of debts of over £100 per family, with no explanation or prior agreement from the Treasurer, the matter will be investigated by the Treasurer of the WASPS Management Committee and different payment plans discussed to ensure future payments are received on time.

Continued late payment will result in a formal written warning being issued to the parent/carer and they will be informed that continued late payment will result in their child's place at the Club being forfeited.

If all options have been explored and the fees are not paid the club may be forced to terminate the child's place and consider seeking payment through the small claims court.

Help with the Cost of Childcare

WASPS support eligible parents/carers claiming and taking up Child Tax Credits or Working Family Tax Credits to help with their childcare payments. Childcare Vouchers Schemes or Salary Sacrifice Schemes may also be used at WASPS.

Further information can be found at: www.hmrc.gov.uk .

This policy was adopted at a meeting of

WASPS Management Committee

Held on (date)

6th May 2014

Signed on behalf of the Management
Committee / Proprietor

Lianne Sallows

Role of signatory (e.g. Chairperson etc)

Chairperson

This policy was reviewed on (date)

Continue as necessary (date)
