



## **Welldon Kids Club Admissions and Fees Policy**

Welldon Kids Club is registered with Ofsted.

We provide care for children between the ages of 4 and upwards.

Care is provided at

Brigade Hall

Brigade Close

South Harrow

HA2-0LQ

OFSTED REGISTRATION - EY544446

Chartridge Combined School

Cogdells Lane, Chartridge Lane

Chesham

HP5-2TW

OFSTED REGISTRATION URN NUMBER - 2662566

Iver Heath infant and Junior School

St Margarets Close

Iver

SL0-0DA

OFSTED REGISTRATION URN NUMBER- 2749732

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. Those requiring the greatest number of sessions/hours per week.

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
- Access to our IPAL parent app to complete and view - Registration form, medical form, parent contract, privacy notice, photo permission form, Car consent and trip consent, Attendance form, booking information document, Fee Policy and Procedures, Important

information regarding changes and measures in place, Parent check list, Behaviour Management policy, Complaints policy

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 online forms before their children can attend the club. Registration form, parent contract, privacy notice form, Car consent, trip consent, booking form.

### **Permanent contracted children:**

Once booked, if a child does not attend for any reason, you will still be charged for this place. This includes sick days and any holidays taken by children throughout term time.

If you wish to cancel the place altogether, one month's notice in writing is required.

Current contracted days can not be swopped with other unattended day - this is because the club accounts for set amounts of children each session and changing your days can resort in errors in adult to child ratio regulation. This also has an effect of snacks and activities brought for set days.

You can book and pay for additional sessions by contacting the manager and if a space is available and snacks and resources are not affected by additional attendance, this will be agreed on an additional ad-hoc basis. You will be directed to the app where book and pay will be required.

### **Fee structure**

Fees are charged at a session rate.

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/Universal Credit. We are also registered to accept a number of childcare vouchers schemes and are registered with the TaxFree Childcare scheme.

- Fees are payable one month in advance
- Fees can be paid by bank transfer, childcare vouchers, cash or direct debit.
- There is a charge of £5.00 per 5 minutes for late collection.
- Fees are charged for booked sessions whether the child attends or not.
- Invoices will be generated on your parent apps on the 15<sup>th</sup> of every month.
- Fees must be paid on the 25<sup>th</sup> of every month for the month ahead. This means your fees will always be 4 weeks in advance.

### **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 manager at the earliest opportunity. Any queries regarding fees should be directed to the 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 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, the Club may have to cancel the child's place.

This policy was adopted by: Welldon Kids Club	Date: 1 <sup>st</sup> November 2024
To be reviewed on- 1 <sup>st</sup> November 2025	Signed: Welldon Kids Club