

Putney Wraparound Childcare

Admissions and Fees Policy

Putney Wraparound is registered with Ofsted; our registration number is **RP536559** and our Setting Reference Number is **EY536560**. We provide care for children between the ages of 4 and 11 primarily serving the children of local schools in Putney.

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. Those requiring the greatest number of sessions/hours per week
2. Siblings of children already attending the club

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, medical form, parent contract, all about me form, bookings form, photo permission form and permission to administer medicine/sunscreen forms

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 informed and the child's name will be added to the waiting list. As soon as suitable places become available parents will be informed.

Booking Procedure

Parents must complete all registration forms 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 and is non-refundable. Parents must give at least 1 term notice for cancellation (or change) to any booked sessions.

We will accept temporary or occasional bookings so long as there are places available. If a temporary place has been booked and is no longer required, the club must be given at least 48 hours' notice or the session will still be charged for.

Fee structure

The club charges an initial one-off registration/membership fee of £40 per child.

Fees are charged at £9 for the morning (Breakfast Club) session and £20 for the afternoon (After School Club) session and must be paid in advance. We offer a 10% discount for siblings.

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 as long as you inform us of who the provider is.

- Fees are payable in advance
- Fees can be paid by electronic transfer using our Xero invoicing system or by cash
- Fees are still charged for booked sessions whether the child attends or not
- We offer a 10% discount for siblings

Collection and late collection of children

Putney Wraparound has established opening times which are made available to parents and carers.

If a parent/carer fails to collect their child within 15 minutes of the stated closing time and without explanation, a member staff having tried to contact the parent/carer, will then proceed to call the emergency contact to arrange collection of the child.

Staff will continue to try and make contact with the parent/carer whilst the child remains in their care.

If contact is made by the parent/carer within the hour, staff will wait for them to collect their child.

Please note: You will receive a fine for the late collection of your child as listed below. For further details please speak to the club manager

On the first occasion a parent/carer arrives 15 minutes after the club is due to close the club staff will re-iterate the late collection procedure, which you would have agreed to when making the booking. If you are late again you will be charged the late collection fee of £18 for every 15 minutes, or part of 15 minutes you are late.

Late fees must be paid by the Friday of the week the late collection occurs. If this is not paid your child will not be allowed to return to the club until the charge has been paid.

Putney Wraparound understands that there are emergency situations that are unavoidable. In these cases parent/carers must contact the club to inform them of the situation.

Payment of fees

This policy was reviewed	Date for review
25-07-2025	25-07-2026

Fees must be paid in advance for any sessions booked. Fees are reviewed annually.