

Oxleas Wood Wraparound Care

Admissions and Fees Policy

Oxleas Wood Wraparound Care is registered with Ofsted; our registration number is EY466113. We provide care for children between the ages of and 3 to 8 years, primarily serving the children of Wingfield 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. Siblings of children already attending the club
2. Those requiring the greatest number of sessions/hours per week
3. Children of Wingfield Primary School
4. Children living in the area attending other schools
5. Sibling of children who live in the area attending other schools

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, booking form, privacy notice, photo permission form
- **Behaviour Management** policy
- **Complaints** policy

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 added to the waiting list. As soon as suitable places become available parents will be informed.

Booking procedure

Parents must complete the necessary paperwork, ie contract, registration, medical, privacy notice, booking and photo permission forms, 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 club must be given 24 hours notice. If notice is not given, the place will still be charged for.

Fee structure

Fees are charged at £10 for the breakfast club (7:30-9 am) and £15 for the afterschool club (3 pm-6:30 pm).

The Club recognises that childcare can be costly, so we encourage eligible parents or carers to claim the childcare element of Universal Credit. We are also registered to the Tax-Free Childcare scheme. We also accept other vouchers and emergency childcare bookings if your employer offers this as a one of the benefits for add hoc sessions.

- Fees are payable monthly in advance
- Fees can be paid by cheque, electronic transfer, childcare vouchers, cash or direct debit
- There is a charge of £10.00 for late collection, which will be added to the next invoice
- The club charges a registration fee of £50.00 per child which includes a settling session prior their first day to be arranged upon enrolment.
- Fees are charged for booked sessions whether the child attends or not

Payment of fees

Fees are reviewed annually. 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.

Refunds and Cancellation

For details of our refunds and cancellation policy please read our [terms and conditions or contract with parents]

This policy was adopted by Oxleas Wood Wraparound Care	Date: 22 nd March 2025
To be reviewed: 22 nd March 26	Signed: Karina Bezerra

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2024): Safeguarding and Welfare Requirements: Information and Record Keeping [3.77], Information for Parents and Carers [3.82]*