



Admissions and Fees Policy

This policy is to be read in conjunction with PWKC's Terms & Conditions

Planet Warriors Kids Club (PWKC) will be registered with Ofsted; our registration application has been submitted and is now under review. We provide care for circa 100 children between the ages of 4 and 11, primarily serving the children of Hinchley Wood Primary School, Thames Ditton Junior School and Thames Ditton Infant 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 school we already have a established drop off and collection procedure
4. All other

Registration

Parents or carers wishing to register their children at PWKC will do so via magicbooking. Parents and carers will be able to make or cancel bookings, access past bookings details and payment history 24/7. They will also have full control of theirs and their children's data including health care plans, emergency contact details, authorised collectors and communication preferences.

Payments

You will be able to spread the cost of your booking with a monthly instalment plan. This only applies to booking that lasts over 34 days and your payment plan will be of the same duration as the booking.

Your payments will be equal every month, making it easy to budget your expenses. It works like your utility bills, you pay the same amount every month regardless of how much you consume, the only difference is that there won't be any adjustment at the end of the period as these will happen in real time; If you cancel or add dates to an existing booking your monthly payments will automatically be adjusted to reflect the cost difference.

Waiting List

If no places are available, the parent will be informed and the child's name added to the waiting list on magicbooking. As soon as suitable places become available parents will be informed.

Booking procedure

Parents must complete the necessary registration details on Magic Booking - registration, medical, acceptance of Terms and Conditions, privacy notice, booking details and permissions etc before their children can attend the club.

- **Permanent place:**

Once booked, this is your child's place for as long as you need it. 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, 4 weeks' notice in writing is required.

- **Ad-hoc bookings:**

We will accept ad-hoc additional sessions as long as there are places available. Due to the short term nature of ad-hoc sessions, no refund will be given in case the session is not attended.

Fee structure

Fees are charged at £11 for Breakfast Club and £26 for After School Club with sibling and weekly discounts. 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 and to also register for childcare vouchers through their work for Tax Free Childcare.

We accept the following Childcare Voucher Providers

Computershare

Edenred

Fideliti

Sodexo

If your Childcare Voucher Provider isn't listed please let us know so that we can register with the provider.

Payment Terms

- Parents and carers will be able to spread the cost of their booking with a monthly instalment plan. This only applies to booking that lasts over 34 days and the payment plan will be of the same duration as the booking.
- Fees are payable up to 10 days in advance of your child attending the session.
- Types of payment available are Credit/Debit card (in full or payment plan), Childcare Voucher and Tax-free Childcare.
- There is a charge of £8 for each late collection, which will be added to the next invoice.
- PWKC charges an annual registration/membership fee of £100 per family
- Fees are charged for booked sessions whether the child attends or not
- We offer a 7.5% discount for siblings

Payment of fees

Fees are reviewed annually. PWKC will consider requests for variation to payment terms on an individual basis. Anyone making these requests should contact the Wraparound Care Manager at the earliest opportunity. Any queries regarding fees should be directed to the Wraparound Care manager.

If fees are not paid, the Club will email 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 Planet Warriors Kids Club	Date: April 2024
To be reviewed: July 2024	Signed: Laura Pring

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2023): Safeguarding and Welfare Requirements: Information and records [3.74]*