



Admissions and Fees Policy

Funtastic Kids Ltd provide care for children between the ages of 4 and 15. We are registered as an Early Years Childcare Provider with Ofsted.

Places are offered on a first-come first-served basis.

Registration

When an enquiry regarding places is made, parents or carers can download all the relevant camp information, including:

- Information regarding availability of places
- Registration form and booking form
- **Behaviour Management** policy
- **Complaints** policy
- **What to bring to camp** information

If no places are available, the parent/carer 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

Bookings and payment can be made via the website or at the school office (holiday camps only). Please allow a week to be notified of your request if booking via the school office.

Parents must complete the necessary paperwork, which is the registration form and booking form before their children can attend the club.

Fee structure

Fees are charged at:

Short Day 9.30am-3.30pm **£20** (£3.34 per hour) Sibling **£14**

Extended Day 8am-6pm **£28** (£2.80 per hour) Sibling **£21**

Sibling Discount: Applies to second and subsequent siblings, NOT the first child. Siblings have to be related by birth or marriage (step siblings).

Funtastic Kids 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. Codes can be found on the website.

Funtastic Kids is now VAT registered, therefore 20% of the above price is VAT.

Administration Fee

Please note that the prices above are inclusive of a £2 administration fee per child per day. This fee is non-refundable if places are cancelled at any time after the booking has been made.

Payment of fees

Payment must be received in advance of the holiday camp places being taken. Bookings are not secured until payment is received.

Payment has to be made by paypal, bank transfer payment or by childcare vouchers and if paid within 48 hours of the booking please bring proof of payment with you.

Cancellations

Cancellations can be made up to 48 hours before the start of the holiday camp place with a full refund. We are no longer able to refund or credit dates cancelled due to sickness. This is due to staffing levels being pre-arranged.

Short Notice Bookings

If you are booking at short notice ie the night before, please note that your place may not be guaranteed. Funtastic Kids adheres to the safe staff to child ratios to comply with our early years registration. Staff need notice to work and therefore, if there are no extra places available, you may be turned away.

For short notice bookings, payment has to be made by paypal or at the door by cash, cheque or bring proof of bank transfer payment or paypal transaction to show our supervisor.

This policy was adopted by Funtastic Kids Ltd	Date: September 2017
To be reviewed: July 2018	Signed: Louise Holloway Director

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2014): Safeguarding and Welfare Requirements: Information and records [3.68-3.75]*