



Admissions and Fees Policy

Funtastic Kids Ltd provide care for children between the ages of 4 and 11 and attending the school where the wrap around care is based. 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
- **Behaviour Management** policy
- **Complaints** policy
- **Uncollected Child** policy

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.

Parents must complete the registration details online and make payment before their children can attend the club.

Fee structure

- **After School Club**

Fees are charged at:

Short Session: 3.15-4.30pm £6 or 4.30-6pm £6 includes a small snack

Full Session: 3.15-6pm £10 includes a cold, light tea.

- **Breakfast Club**

Fees are charged at:

Full Session: 8-8.50am £3.50

Early drop off for school: From 8.25am £2

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.

Payment of fees

- **Wrap Around Care (After school and breakfast club)**

Payment must be received in advance of the wrap around care places being taken.

Your places are confirmed on receipt of payment, however, you are contracted to pay for the days you have booked even if your child does not attend UNLESS you give us 48 hours notice.

Cancellations can be made up to 48 hours before the start of the breakfast or after school club place with a full refund. Places cancelled after this will only receive a refund with a medical note from a doctor (not just for sickness). This is due to staff contracted to work.

Emergency cancellations due to school closure:

On some occasions we may need to close our wrap around care service to parents. This may be due to an emergency school closure eg severe weather conditions ie snow. These circumstances are out of the control of Funtastic Kids as the decisions are made by the school for the safety of all the children and staff. Places booked in advance will not receive a refund but credit can be arranged for a future place.

This policy was adopted by Funtastic Kids Ltd	Date: April 2018
To be reviewed: April 2019	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]*