



Happy Days Club Ltd

Admissions and Fees Policy

Happy Days Club Ltd is registered with Ofsted; our registration number is 2660002. We provide care for 30 children between the ages of 3 and 11, primarily serving the children of St Charles' Catholic 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:

- ➔ Priority group 1: Siblings of children already attending the club
- ➔ Priority Group 2: Those requiring a full time place
- ➔ Priority Group 3: Those requiring a part time place

Within each group, St Charles' children will get first priority and children from the other schools will be allocated places on a first come first served basis.

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, privacy notice, 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, i.e. 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, four week'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 48 hours notice. If notice is not given, the place will still be charged for.

Fee structure > Fees are charged at the flat fee sessional rate. £6 per morning session and £12 per afternoon session.

The Club recognises that childcare can be costly, so we encourage eligible parents or carers to claim the childcare element of the Tax Free Childcare scheme.

Fees are calculated over the whole academic year and divided into equal monthly payments which are due at the beginning of each month. If a child leaves or starts mid year the necessary adjustments are made.

- Fees can be paid by direct debit, electronic bank transfer or voucher.
- There is a charge of £5 for every 15 minutes for late collection after 5.45pm which is to be paid immediately.
- We offer a 10% discount for siblings during term time for regular bookings only

Payment of fees > Fees are reviewed annually. Any queries regarding fees should be directed to the admin team. 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 request that they contact us as soon as possible to discuss this.

Where there is no explanation for repeated late payment, the admin team will contact the parents or carers to discuss payment options. The admin team 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.

There is a charge of £20 admin fee for persistent late payments i.e. for three or more months. There is also 10% interest charged for any fees more than 30 days late.

If the fees remain unpaid after all the above options have been explored, the Club may have to cancel the child's place. In this case the Club reserves the right to pursue the parent for outstanding fees.

This policy was adopted by: Happy Days Club Ltd	Date: 8th October 2021
To be reviewed: 8th October 2022	Signed: E Longbotham

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2021): Safeguarding and Welfare Requirements: Information and records [3.67-3.77]*