



Happy Days Club Ltd

Admissions and Fees Policy

We provide high-quality wraparound care and holiday clubs onsite for children aged 3–11, primarily serving:

- St Charles' Catholic Primary School | Ofsted URN: 2660004
- Darras Hall Primary | Ofsted URN: 2754255
- Hazlewood Community Primary School | Ofsted URN: 2699666

We aim to offer a fair, transparent, and inclusive admissions process, balancing demand with our capacity and the needs of our families.

Wraparound Priority Order for Admissions

1. Children currently attending regular termtime sessions
2. Siblings of children currently attending regular termtime sessions
3. New families and new starters to the school

Within each priority group, preference may be given to children requiring consistent weekly sessions in order to support continuity of care and the effective management of available places.

All places are subject to availability, staffing ratios and the safe operating capacity of the setting.

Booking and Places

- All bookings are made on a first-come, first-served basis within each priority group.
- We operate a waiting list on our booking platform (Magicbooking) when sessions are full.
- Being on the waiting list does not guarantee a place, but we encourage families to join the list as early as possible.
- When places become available, they will be offered based on priority criteria and the date of registration.

Fair Access Commitment

We are committed to inclusion and will do our best to support children with a variety of needs, where we can do so safely and with adequate resources.

Bookings

- All bookings must be made via our online platform:
<https://happydaysclub.magicbooking.co.uk>
- Bookings are subject to availability.
- Bookings must be made prior to arrival; children will not be accepted onsite without a confirmed booking.
- The person making the booking accepts the Terms & Conditions on behalf of the account holder.
- Ad hoc bookings must be paid for at the time of booking.

- For contracted or holiday bookings, payment may be made by Childcare Vouchers, Tax-Free Childcare, or Standing Order.

Contracted Places (Term-Time)

- Once booked, charges apply even if your child does not attend.
- To cancel a contracted place, four weeks' written notice must be given to the Club Manager.
- It is the parent/carer's responsibility to inform the school if their child is attending Happy Days Club after school club.
- Term time fees are due at the start of each month as per your chosen payment plan.

Ad Hoc Bookings

- Offered only if space allows and must be paid at time of booking.
- Non-refundable, regardless of attendance.

Holiday Bookings

- Holiday sessions must be paid for prior to attending.
- Full credit is given for cancellations made within 24 hours of booking, or with more than 7 full days' notice.
- No credit will be issued for cancellations with fewer than 7 days' notice.
- Holiday swaps must be requested via email (hello@happydaysclub.co.uk) at least 5 days in advance, and are subject to availability.

Fees and Payments

Fee Structure

- Termtime fees are calculated over the academic year (minus any school holidays or teacher training days) and split into equal monthly payments via our booking system.
- Mid-year starters or leavers will be charged proportionately.

Payment Methods

- Debit Card
- Childcare Vouchers (please use your child's full name as reference)
- Tax-Free Childcare (for term time or holiday bookings only)
- Standing Order

Sibling Discount

- A 10% discount is available for siblings on contracted term-time bookings only.

Late Collection Fees

- A charge of £8 per every 15 minutes applies after: **5:45 pm** for term-time sessions and **4:00 pm** for holiday club sessions

→ Charges are added directly to your Magicbooking account.

Overdue Balances and Non-Payment

- Overdue accounts may lead to a child's place being suspended or withdrawn.
- After repeated missed payments (3+ months): A £20 admin fee is added + 10% interest is charged on amounts over 30 days late
- Unpaid balances may be referred to a debt collection agency.
- Any associated recovery costs will be passed on to the debtor.

If you are struggling to meet payment deadlines, we urge you to contact the **admin team** promptly to discuss options.

This policy was adopted by: Happy Days Club Ltd	Date: August 2026
To be reviewed: Aug 2027	Signed: E Longbotham

Written in accordance with the Statutory Framework for the Early Years Foundation Stage (2024): Safeguarding and Welfare Requirements: Information and Record Keeping [3.78], Information for Parents and Carers [3.83]