

FUNFISHERS OUT OF SCHOOL CLUB

Admissions and Fees (Terms & Conditions)

Our Club is committed to providing a fair and open admission system that offers a competitively priced and good value service. As a provider of registered childcare, we both encourage and actively support eligible parents/carers claiming and taking up the childcare element of the Working Tax Credit. We also offer places for 3 to 4 year olds from the 15 & 30 hours government funding and the 2 year old pathfinder funding for playgroup places.

If you have trouble reading this policy we have several language lines open to interpreters and language identification guides that are attached here and on posters, leaflets within the club, please let us know if you need help with any of our policies. We do enlist the help from some of our staff and parents from time to time who also have additional languages and skills to interpret, please contact the office or ask a member of staff for further assistance.

(www.translationperfect.com or call (913)491-1444)

(Language line solutions: www.languageline.com/1-800-752-6096)

Below are some free translation websites on line.

http://www.worldlingo.com/en/products_services/worldlingo_translator.html

<http://translation2.paralink.com/>

<http://translate.google.com/>

<http://download.dictionaryboss.com/index.jhtml?spu=true&partner=XQxdm087>

Admissions

When a parent/carer contacts the Club enquiring about a place for their child, they will be given a booklet with details of fees, policies and a pre-registration form; they will then be informed of whether there is currently a place available for their child.

If places are available the parent/carer and, where possible, the child will be encouraged to visit the Club and speak to members of staff, the children are able to join the session, getting to know the other children that attend and what goes on within the group. Staff realise that transitions can be traumatic and each child has different needs we operate a key person system to enable each child to feel supported and to build up a warm and trusting relationship within the setting. This will enable the transition time to be less stressful for the child and parents.

By signing the registration forms and booking plan/booking form, parents/carers are agreeing to the terms and conditions of the club, they will be asked to complete and sign the Booking plan (see Appendix Three) to confirm their child's place going and to make payment in advance of these places each half term. Booking plans will roll forward each half term unless

management are informed a minimum of 7 days before the end of a half term. Plans can only be amended or cancelled at the end of each half term. Adhoc spaces are possible and booked through a booking form or by messaging through FAMLY/email.

Parents/carers will also be encouraged to complete and sign the Emergency Medical Treatment Form (see Appendix 4 Registration form).

Once a pre-registration form and FAMLY user agreement is signed, the parent/carer will be added to the FAMLY app to complete a full registration form and complete permission. Children will not be able to attend until this has been completed. Management will add booking plans to the app from the agreed start date.

Waiting List

To ensure that admissions to the Club are offered on a fair and transparent basis, the following procedure will apply to the management of waiting lists:

- Parents/carers will be NOTIFIED when a place becomes available. Priority is given to those who have been on the waiting list the longest this is logged using a number system, 1 being first on the list. Funfishers will make every effort to accommodate children on the waiting list as soon as possible. The club will make a concession to the waiting list procedure if a special circumstance arises i.e. family situation, parent/carer illness, priorities may be given to siblings of existing attendees.
- The waiting list will be kept and used on a 'first come first served' basis. The manager will advise the parent/carer of how long they are likely to have to wait before a suitable place becomes available. This information will only be an estimate and will not constitute a binding guarantee from the Club.

Fees

The Club understands that the cost of registered childcare may seem expensive to a parent/carer. However, providing a high quality, safe and stimulating service for children is not cheap and to ensure the continued high standards and sustainability of the Club, it must ask that parents/carers respect its policy in respect of fees.

- The level of fees will be set by the Management Committee and reviewed regularly in the light of the Club's financial position, its future strategic plans and any other broader economic or social considerations deemed relevant. Notification of any changes will be posted for 28 days prior to these alterations.
- Payment of fees should be made in advance accompanying the booking forms/plan. Fees will be paid in advance at the beginning of each half term for breakfast, after school, holidays and playgroup (funding forms for playgroup will be requested to be filled in over the first two weeks of the new term). The fees may be paid by cash, cheque, bacs, voucher schemes and instalment paying can be arranged with the manager.

- The Club will be sympathetic to requests for daily/weekly payment. Parents/carers wishing to negotiate this or any other alteration to the standard fees policy should arrange a meeting with the Manager at the earliest possible opportunity.
- If fees are not paid on time, the Club will notify the parent/carer in writing and request payment at the earliest possible opportunity or within the 28 day period this has lapsed for. If fees remain unpaid for an additional 28 days after notification further administration fees and court action will be taken to recover this debt.
- The Manager has the right to issue a formal warning to the parent/carer and inform them that continued late payment will result in their child's place at the Club being forfeited.
- If fees are paid persistently late or not at all with no explanation, the club will be forced to terminate that child's place. Under exceptional circumstances, the Management Committee will have the final decision.
- If no payment has been made before a child attends the setting for the first time, the management and committee reserve the right to not let spaces commence.
- Parents/carers are encouraged to speak to a member of staff or the Manager if they have any query about the fees policy, or if, for any reason, they are likely to have difficulty in making a payment on time. Parents/carers are strongly advised to arrange a meeting at the earliest possible opportunity, to avoid jeopardising their child's place at the Club.
- There are no refunds to half term places to any of the breakfast, afterschool, playgroup and holiday spaces once the booking form is accepted and places are confirmed. There is a priority deadline date of 1 week before a half term ends, this is when we need to be informed of plan amendments/cancellations for the next half term and when adhoc booking forms need to be handed in. If changes are made after this date then you will have to pay the respective upcoming half term fees. The latest any changes can be made would be 7 working days before each half term. This also ensures that regular children using the club can be booked in by the parent, carer on a regular basis. It is the parent, carers responsibility to ensure they amend plans before this date and/or complete any new boking plans or adhoc booking forms each half term. No guarantee of places will be given unless the new form is received before the deadline date, places will be offered to children on the waiting list should any become available.
- Holiday club places are only refundable 7 working days before the start of any holiday club period commencing.

FEES per child (Open Monday to Friday except Bank holidays)

Breakfast Club	7.30am to 9.00am	£6.50
AfterSchool	3.00pm to 6.00pm	£10.50
Playgroup	9.00am to 3.00pm	£36.50
Half Sess.....	9.00am to 12.00pm or 12.00pm-3.00pm	£18.50
Lunch pick up School.....		£3.75
Babies to a child not in full time education or on funded hours 9m-4y		
Full day	8.00am - 6.00pm.....	£54.00
Half day ..	8.00am – 1.00pm ... 1.00pm – 6.00pm.....	£30.00
If you require an early start from 7.30am this will be.....		£5.00
Holiday Club (ages 5-11)	8.00 am to 6.00pm Monday – Friday.....	£32.50
Half-day	8.00am to 1.00pm or 1.00pm - 6.00pm	£20.00

Refer to Babies to a child not in full time education above for the holiday prices.

Please Note at the present time we are only operating full day places at the holiday club.

Late Fees:

As you are aware Funfishers closes at 6.00pm for afterschool and 3.00pm for pre-school. If staff have to stay later than this they will have to be paid overtime which costs Funfishers a considerable amount of money during the year.

Charges for lateness will be as follows:

1-15 minutes past 3.00pm and 6pm there will be a flat charge of £15.00

Then every minute past 3.15pm and 6.15pm we will charge £1.00 per minute on top of the £15.00.

These charges now apply to all cases of lateness due to staffing overtime costs.

Covid – 19 Updates

Should the club have to make further closures due to a response from the LA, Gov.uk, PHE or a Covid-19 outbreak within the setting all fees will be stopped after two weeks following this closure date and following our covid action plan.