# A person and kids holding balloons  Description automatically generated with medium confidenceAdmissions and Fees Policy

Popsoc is registered with Ofsted; our registration number is 321481. We provide care for 50 children between the ages of 4 and 11, primarily serving wrap around care to the children of Poppleton Ousebank 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:

1. Siblings of children already attending the club
2. Children of Poppleton Ousebank Primary School
3. Date of being added to the waiting list

## Registration

When an enquiry regarding places is made, parents or carers will be given all the relevant Club information in the form of a Parent Handbook.

If a place is available, the parents and child will be invited to visit the club for an introduction. 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 via email.

## Booking procedure

Parents must complete the necessary paperwork, ie registration form, declaration form, medical (if needed) and a booking form, 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, 10 working days’ notice is required.

* **Ad-hoc bookings**:

We will accept ad-hoc or occasional bookings if there are places available. If a temporary place has been booked and is no longer required, the cancellation notice is still required. If notice is not given, the place will still be charged for.

## Fee structure

The current fees are **£5.50** per child per breakfast club session and **£10.75** for a after school club session. Fees are payable in advance by bank transfer, Tax-Free Childcare or childcare vouchers.

The Club recognises that childcare can be costly, so we encourage eligible parents or carers to claim the childcare element of the Working Tax Credit/Universal Credit. We accept vouchers from the following childcare voucher schemes [Edenred, code P20081827, Computershare, code 8027320, Care-4, code 54636343, Sodexo, EFC, Fideliti].

The price per session per child applies to all children. This is payable for all booked sessions including when your child is sick or on holiday (unless cancellation within the notice period is given). We do not charge for bank holidays and professional training days.

## Payment of fees

Fees are reviewed annually. Any queries regarding fees should be directed to the manager.

* Fees are payable monthly in advance
* Fees can be paid by electronic transfer, childcare vouchers, or direct debit
* Fees are charged for booked sessions whether the child attends or not, if not cancelled within the cancellation period

If fees are not paid, the Club will email the parent or carer, requesting payment. If the parents or carers are having difficulty making the payment on time we recommend that they arrange a meeting with the manager as soon as possible.

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

If the fees remain unpaid after all the above options have been explored, the Club may have to cancel the child’s place.

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| This policy was adopted by Popsoc | Date: 04/09/2023 |
| To be reviewed: 04/09/2024 | Signed: K.Thomas |

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Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2021): Safeguarding and Welfare Requirements: Information and records [3.74]*