

Admissions and Fees Policy

Just for Fun Holiday Club is a registered company; our registration number is 11322048. We provide care for up to 340 children between the ages of 4 and 13, primarily serving the children of Swindon and surrounding areas.

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. Those requiring the greatest number of sessions/hours per week

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, booking form, photo permission form will be sent on confirmation of booking.

If a place is available, the parents will get a confirmation email to confirm booking.

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, ie contract, registration, medical, booking and photo permission forms, before their children can attend the club.

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 booking altogether, 48 hours' notice is required

We are aware that children can become ill overnight so a voucher will be issued for use on the next holiday club but no refund will be issued.

Fee structure

Fees for September 2022 onwards

	Cost		
9.30/3.30	£17.00		
8.00/9.30	£4	Breakfast included	
3.30/4.30	£4		
4.30/5.30	£4	Snack included	
8.00/5.30	£29	Breakfast, lunch and Snack included	

Late collection after 5:30pm: £5.00 per ¼ hour! To be paid on collection!

The Club recognises that childcare can be costly, so we have made our prices as competitive as possible.

- Fees are payable in advance via paypal or BACS.
- Cash or card on the day is also an option.
- There is a charge of £5 per ¼ hour for late collection, which will be paid for on collection.

- Fees are charged for booked sessions whether the child attends or not
- We offer a 20% discount for siblings
- Childcare vouchers can be used as payment
- Tax Free Childcare is available

Payment of fees

Fees are reviewed annually. The Club will consider requests for variation to payment terms on an individual basis. Anyone making these requests should contact the manager at the earliest opportunity. Any queries regarding fees should be directed to the manager.

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 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.

This policy was adopted by: Just for Fun Holiday Club	Date: 11/03/24
To be reviewed: 01/02/26	Signed:

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2017): Safeguarding and Welfare Requirements: Information and records [3.68-3.75]*