



The Little Nut Tree Holiday Club



Admissions and Fees Policy

The Little Nut Tree Holiday Club is registered with Ofsted. We provide care for up to 50 children between the ages of 5 and 11.

Places are offered on a first-come first-served basis. When all places have been filled, a waiting list will be established.

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
- Registration form, medical form, parent contract, booking form, privacy notice
- Photo permission form
- Permission to apply Sunscreen Form
- **Club Handbook**

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, ie contract, registration, medical, privacy notice, 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 the **full price** for this place. If you wish to cancel the place altogether, **two weeks notice** in writing is required, if you wish to change the date of the booking, please contact us.

Fee structure

Fees are charged at £47.00 per day and £31.50 per half day.

Club Lunch fees are charged at £5 per day.

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 are also registered to accept a number of additional childcare vouchers and with the Tax-Free Childcare scheme.

- Fees must be paid at the time of booking to secure a place for your child.
- Fees can be paid by electronic transfer or childcare vouchers.
- There is a charge of £10.00 per 10 minutes for late collection, which can be paid in cash on collection or can be invoiced to you.
- Fees are charged for booked sessions whether the child attends or not
- We offer a 10 % discount for siblings (Family with 2 or more children)
- We offer 10% weekly discount (5 consecutive days in one week)
- We offer 50% recommend a friend (only applied to one full day)

Recommendation only applicable if it comes from a child who has already attended club

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 will cancel the child's place.

This policy was adopted by The Little Nut Tree Holiday Club	Club Date: 24/06/21
To be reviewed: 24/06/22	Signed: Adrianna Pazera

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]*