

Blue Bears Playscheme

Admissions procedures and Fees Policy

We provide after school and holiday care for children between the ages of 3 and 10 years, primarily serving the children from local community within 10min radius from your child school within the Enfield area

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
3. We take Children within a 10 -15 min radius of their schools (using London transport) or walking depending on distance and weather

Registration

When an enquiry regarding places is made, parents or carers will be given all the relevant Club information and documents

If a place is available, the parents and child will be invited to visit the club for an induction. 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 will be added to the waiting list. As soon as suitable places become available parents will be informed.

Booking procedure

Parents must complete all the necessary forms,

A registration form this is now on line, and a contract agreement all your information is securely stored

All about me forms, if you don't have access to a computer you can pop into the club to pick up the forms

Permanent place:

Once your child is booked, they do not attend you will still be charged for this session.

If you wish to cancel the place altogether, one week notice in writing is required. Otherwise, you will lose your deposit. If you paid one **(due to the hard ship we not asking for deposit at this time)** This is used to cover the last week of your child place we do not give refund.

Temporary booking:

We will accept temporary or occasional bookings as long as there are places available. If a temporary place has been booked and is no longer required, the club must be given 48 hours' notice. If notice is not given, the place will still be charged for. We must have all contact information for your child and yourself beforehand.

If you change phone numbers, address or any information concerning your child health we must have this update it is parents' responsibility to ensure we have these details

(you must provide any medication, inhaler EpiPen pen need for your child) fill out our health plan form beforehand.

Fee structure

One week deposit is required this is non-returnable, however this can be used for your child last week at the club as long as notice was given to the club in advance.

Fees are charges from £9.00 - £10.00 per session per child depending on the club child attends

We do recognise that childcare can be costly, so we advise eligible parents or carers to contact working tax credit. We **do not accept cash**, only in emergency situation

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How to make payments

Pay Pal

Bank Transfer

Card machine via phone in person (at BHP club)

We accepted all child care vouchers

Over the phone using our card machine (this can only be done between 3.30pm-6.20pm Mon-Fri)

Late Payment Fee

There is a £2.00 late payment charge each day until payment is paid. This will be added to your next invoice

Late Pick up Fee

- There is a £5 late pick up charge for every 10 minutes after the closing time of that club, this will need to be paid on the day by cash to the member of staff who has to stay behind (this will be Logged)
- Holiday Club we do offer discount for siblings on a fully day basis only
- This does not apply to After School Club
- Fees are charged for booked sessions whether the child attends or not (unless there are sick from school)
- Payments of how much you owe will be sent to you in advance depending on which method you have chosen to pay weekly or Fortnightly

Payment of fees

Fees are reviewed annually in line with inflation; however Blue Bears will try and keep cost as low as possible.

Non-Payment of fees.

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 option.

If the fees remain unpaid after all the above options have been explored, the Club will have

To cancel the child's place.

Policy was adopted by Blue Bears Playscheme	Update 2021
signed:	Virginia Lazarus

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2014): Safeguarding and Welfare Requirements: Information and records [3.68-3.75]*