



Admissions and Fees Policy – Wrap Around Care

Bookings Terms and Conditions

Funtastic Kids Ltd provide care for children between the ages of 4 and 11 (from 3 years at selected sites) and attending the school where the wrap around care is based. We are registered as an Early Years Childcare Provider with Ofsted.

Places are offered on a first-come, first-served basis.

Registration

When an enquiry regarding places is made, parents or carers can download all the relevant camp information, including:

- Information regarding availability of places
- **Behaviour Management** policy
- **Complaints** policy
- **Uncollected Child** policy

If no places are available, the parent/carer 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

Bookings and payment can be made via the website.

Parents must complete the registration details online and make payment before their children can attend the club.

On the day booking fee

You have until 7pm the night before to book your child's space online. If you miss this deadline there will be a £2 on the day admin fee charged for bookings made on your behalf. This is to cover the additional administration cost that is required by our staff.

Fee structure

- **After School Club** Fees are charged at:

Short Early Session: 3.15-4.30pm £7 - Which includes a small snack

Short Late Session: 4.30-6pm £7.40 - Which includes a light tea.

Full Session: 3.15-6pm £12.50 - Which includes a small snack and a light tea.

*** If you collect your child after the allocated finish time, please refer to our Uncollected Child Policy ***

Prices might be different at some settings due to individual agreements with the schools. Individual schools may have slightly different pay structures depending on arrangements with schools.

- **Breakfast Club** Fees are charged at:

Full Session: £5.40 Timings dependant on school

Funtastic Kids recognises that childcare can be costly, so we encourage eligible parents or carers to claim the childcare element of the Working Tax Credit including Universal credit and Tax-free Childcare. We are also registered to accept childcare vouchers. Childcare voucher codes can be obtained by emailing bookings@funtastickids.co.uk. Ofsted registration numbers are displayed on the corresponding site page on our website.

Payment of fees

Payment for your contract must be received within 7 days of the date of the booking confirmation email/invoice and if the session is before the 7 days, then payment is required immediately. Please see *adhoc/late bookings* below. Bookings are not secured until payment is received, however bookings will not be automatically cancelled so please contact bookings@funtastickids.co.uk if you no longer wish to take the place.

Your places are confirmed on receipt of payment; however, you are contracted to pay for the days you have booked even if your child does not attend UNLESS you give us 48 hours' notice.

Cancellations

Cancellations can be made up to 48 hours before the start of the breakfast or after school club place with a full refund. Places cancelled after this will only receive a refund with a medical note from a doctor (not just for sickness). This is due to staff contracted to work. Please note that in the case of having to self-isolate due to government guidelines, 48 hours' notice will still apply for us to pay our staff.

Adhoc/Late Booking Payment

Payment must be made by PayPal, bank transfer payment or by childcare vouchers before 2pm on the day you wish your child to attend.

Your places are confirmed on receipt of payment; however, you are contracted to pay for the days you have booked even if your child does not attend UNLESS you give us 48 hours' notice.

Emergency cancellations due to school closure:

On some occasions we may need to close our wrap around care service to parents. This may be due to an emergency school closure eg severe weather conditions or government/local authority decision ie virus. These circumstances are out of the control of Funtastic Kids as the decisions are made by the school for the safety of all the children and staff. Places booked in advance will not receive a cash refund but instead a full credit will be arranged for a future session. The amount will be credited onto your booking account for a future session. This helps the company with cashflow due to sudden loss of income.

This policy was adopted by Funtastic Kids Ltd	Date: December 2022
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To be reviewed: December 2023	Signed: Louise Holloway Director
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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]*