

Crocodile Club

Admissions and Fees Policy

Crocodile Club is registered with Ofsted; our registration number is 110667. We provide care for up to 40 children between the ages of 04 and 11, primarily serving the children of Stockcross School and Welford and Wickham Primary 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. Those requiring the greatest number of sessions/hours per week

Bookings are made on a termly basis. Crocodile does not operate a “drop in” system as it is not viable for the club to staff or run on a casual admissions basis.

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, parent contract, booking form, privacy notice, photo permission form
- **Behaviour Management** policy
- **Complaints** policy
- **Club Handbook**

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 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.

- **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, one month’s notice in writing is required.

Fee structure

Fees are charged at £13.75

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 childcare vouchers and with the Tax-Free Childcare scheme.

- Fees are payable monthly in advance
- Fees can be paid by cheque, electronic transfer, childcare vouchers or cash
- There is a charge of 2 members of staff hourly wage for persistent late collection over 15 minutes, which will be added to the next invoice
- Fees are charged for booked sessions whether the child attends or not
- If the club has to close for any reason such as whole staff illness, Stockcross School closure, fire or flooding, severe weather or Gastric/viral infections that can be spread within the club to ensure the future of Crocodile club you will still be charged.
- The setting will continue to follow advice from Public health England and the Local authority.

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. Crocodile club will seek payment through legal options which may affect your credit score.

This policy was adopted by: Crocodile Club
To be reviewed: Yearly or when required