



Breakfast & After School Club

## Admissions and Fees Policy

Westgate Wonders is registered with Ofsted; the registration number is EY264748. We provide care for 60 children between the ages of 4 and 11, serving the children of Westgate 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

### Registration

When an enquiry regarding places is made, parents or carers will be given the following:

- Availability of places
- Copy of the Admissions and Fees policy
- Enrolment Form
- Parent Handbook
- Medical Form

The child will be able to attend Westgate Wonders as soon as the completed enrolment forms and full payment for the forthcoming month 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 notified.



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## **Booking procedure**

All bookings to be made direct with the club by phone or email.

Landline: 01524 844129 (07:30-08:45 / 14:30 -18:00 Term Time Only)

Email address: [manager@westgatewonders.co.uk](mailto:manager@westgatewonders.co.uk)

All necessary paperwork and payment in full for the first month's fees must be received prior to children attending.

## **Notifying the club of absences or children not attending the club**

There will be a charge of £10.00 for those parents/carers who continually do not notify the club of their child/children not attending the club for any reason. For example, early collection, attending clubs, parents/carers collecting children from school. The £10.00 charge will be given on two occasions, if a third occasion occurs your place will be cancelled, and your child will no longer be able to attend the club.

## **Permanent place**

Permanent places must be paid for one month in advance for each month booked. Once booked, if a child does not attend you will still be charged full price for their place. If you wish to cancel the place altogether, one month's notice in writing is required via email to [manager@westgatewonders.com](mailto:manager@westgatewonders.com).

## **Drop-in bookings**

If places are available, we will accept drop-in bookings which must be paid for on the day by BACS transfer. Please note drop-in bookings are non-refundable.



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## Cancellation of sessions

If sessions are not paid for by the due date all future sessions will be cancelled. Any further sessions will not be confirmed until full payment for the month has been received by the due date on the invoice. **PLEASE NOTE** drop-in bookings are non-refundable.

## Fee structure

Fees are charged at £10.00 for After School Club Permanent Places (£13.75 for drop-ins) and £6.00 for Breakfast Club Permanent Places (£8.25 for drop-ins) as of 1st September 2022. Westgate Wonders recognises that childcare can be costly, so we encourage eligible parents or carers to use the government Tax Free Childcare Scheme. We are also registered for a number of Childcare vouchers; please ask at time of booking. Our terms and conditions are listed below;

- Fees are payable monthly in advance
- Fees to be paid by bank transfer and/or childcare vouchers
- Late pick-ups of your child will result in a Late Collection Fee of £10.00 for every late collection, which will be added to your next invoice
- Permanent sessions are charged for whether your child attends or not
- Drop-in sessions are non-refundable
- A retainer of half price per session is charged for holidays taken in term time if at least one week's notice is given
- If you do not pay by the due date for your month in advance your child's place will be cancelled and they will no longer be able to attend
- Exceptional circumstances e.g. hospital stays will not be charged, these will be decided at the managers discretion on an individual basis



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- Trips/events organised by the school that result in a child missing a Breakfast or After School Club session will be charged at a half price retainer.
- For those parents/carers who work in the NHS on a shift/rota system, the Manager reserves the right to offer more flexibility in the booking of places at both Breakfast & After School Club. However, in order to take advantage of this, a month's notice must be given of the dates required, and as the places are not paid for as permanent, we cannot guarantee a space will be available.
- If payment is not made by the invoice due date, we reserve the right to charge late fees and add these to your invoice. Late fees will be charged at £3 per day, following the invoice due date.

### Payment of fees

- Fees are reviewed annually by the Directors.
- Permanent Place Sessions - must be paid for one month in advance by the due date on the invoice for each month booked, by bank transfer
- Drop - In Sessions must be paid by bank transfer by BACS on the day

### Payment Difficulties & Exceptional Circumstances

If you are having difficulty meeting the payment deadline, please contact the Business & Administration Officer, via [billing@westgatewonders.com](mailto:billing@westgatewonders.com) as soon as possible and as a minimum before the payment due date. The club will consider requests for variation to payment terms on an individual basis solely at the discretion of Westgate Wonders however no guarantees can be given.

### Queries & Non-Payment

Any queries regarding fees should be directed to the Business & Administration Officer, via [billing@westgatewonders.com](mailto:billing@westgatewonders.com). If fees are not paid, parents or



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carers will be contacted to request immediate payment. If this is not forthcoming or a variation to payment terms agreed under 'exceptional circumstances', sessions will be cancelled immediately. Further bookings will not be allowed until both the outstanding fees & future sessions have been paid for with the latter by the due date on the invoice.