



PAWS Kids Clubs Limited

Admissions and Fees Policy

PAWS Kids Clubs Limited is registered with Ofsted and provides wrap-around care for children between the ages of 4 and 11 from The Thomas Coram C of E School and Swing Gate School.

"In Year" Admissions

Applications for bookings commencing "In-Year" and changes to existing bookings are allocated according to the In Year Admissions Timetable (attached).

September Admissions

Applications for bookings commencing in September are accepted and allocated according to the September Admissions Timetable (attached).

When sessions are full we operate a **Waiting List** system, with the following order of priority:

1. Siblings of children already attending PAWS.
2. Children already attending PAWS.
3. Those requiring the greatest number of sessions/hours per week.
4. The date the request was received.

Enquiries

When an enquiry is made, parents or carers will be given all the relevant Club information, including:

- Booking Form.
- Admissions and Fees Policy.
- Information about PAWS' services.

Booking Procedure

Parents and carers should submit their request for sessions to the Administration Manager. If a place is available, parents will be sent a written offer of sessions along with:

- Registration Forms: General Registration Form, Medical Form, Photo Permission Form, Parent Contract, "All About Me" Form (Child).
- Admissions and Fees Policy (if not previously sent)
- Child Settling Policy (if not already sent)
- Yr 5/6 Walking Permissions Form (if applicable)

Any offer of sessions is dependent upon **ALL** sessions stated in the offer being accepted.

In order to accept an offer of a place, parents are required to return their completed Registration Forms (**which must state two local emergency contacts**), along with a deposit of £50, which is refunded on payment of their first invoice. Upon receipt of the fully completed Registration Forms and deposit the Club will send the parent or carer written confirmation of their booking.

Once booked and confirmed all fees become payable. Parents are also required to bring their child into the Club for a short Induction before their child starts their sessions (see **Child Settling Policy**).

If no places are available the parent will be informed and the child's name added to the waiting list (see above). As soon as suitable places become available parents will be informed.

Parents should note that submitting a Booking Request DOES NOT GUARANTEE a place at PAWS.

Permanent Place

Once booked, if a child does not attend for any reason, parents will still be charged for the place. If a parent wishes to cancel the place altogether, **four term weeks' notice in writing is required**. If sufficient notice is not given, the full fees will be charged.

Retention of Places

Parents of children who are attending activity clubs run at the School on a day that they are usually booked to attend PAWS are permitted to "retain" their child's place by continuing to pay for their booked session (subject to prior agreement with the Club Manager). See Arrivals & Departures Policy.

Ad-Hoc Bookings

We accept Ad-Hoc bookings for registered children (subject to availability). All Ad-Hoc bookings are payable in advance. If a booking is no longer required, the Club must be given 48 hours' notice. If notice is not given, the place will still be charged for.

Fee Structure

Fees are charged as follows:

	Open	Close	Fees Commencing Sept 2018
Early Morning Club (Thomas Coram Pupils)	07:50	Start of school day	£ 8.00
After School Walk (Collection from Swing Gate School)	Pick up at 15:05		£2.50
After School Club	15:25	17:45	£16.00

- Fees are payable half termly in advance.
- Fees can be paid by electronic transfer, cash, direct debit or childcare vouchers.
- There is a charge of £10.00 per 15 minutes after the end of the session for late collection, which will be added to the next invoice.
- All bookings are assumed perpetual and fees are payable until the required notice is given in writing by the parent.
- To cancel or change a booking, **four term weeks' notice in writing is required**. If sufficient notice is not given, the full fees will be charged.
- Fees are charged for booked sessions whether the child attends or not.
- Fees are reviewed annually.
- In the event of an Emergency Closure, no refunds will be given.

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 Administration Manager as soon as possible.

Where there is no explanation for repeated late payment, the Administration Manager will contact the parents or carers to discuss payment options. Continued late payment will result in the child's place at the Club being withdrawn.

This policy was adopted by: PAWS Kids Clubs Limited	Date: June 2017
To be reviewed: June 2018	Signed:

Written in accordance with the Statutory Framework for the Early Years Foundation Stage (2017): Safeguarding and Welfare Requirements: Information and records [3.68-3.73]

In Year Admissions Timetable 2017 – 18

Applications are accepted throughout the year and places allocated as follows:

Start Date:	Start week commencing 30th October 2017 Autumn 2 ½ Term
Deadline for Applications:	22 nd September 2017
Offers issued:	27 th September 2017
Acceptance due:	4 th October 2017
Inductions:	4 th - 20 th October 2017

Start Date:	Start week commencing 4th January 2018 Spring 1 ½ Term
Deadline for New Applications:	21 st November 2017
Offers issued:	23 rd November 2017
Acceptance due:	30 th November 2017
Inductions:	30 th November – 19 th December 2017

Start Date:	Start week commencing 19th February 2018 Spring 2 ½ Term
Deadline for New Applications:	12 th January 2018
Offers issued:	17 th January 2018
Acceptance due:	24 th January 2018
Inductions:	24 th January 2018 to 9 th February 2018

Start Date:	Start week commencing 18th April 2018 Summer 1 ½ Term
Deadline for New Applications:	1 st March 2018
Offers issued:	5 th March 2018
Acceptance due:	12 th March 2018
Inductions:	12 th - 29 th March 2018

Start Date:	Start week commencing 18th April 2018 Summer 1 ½ Term
Deadline for New Applications:	27 th April 2018
Offers issued:	2 nd May 2018
Acceptance due:	9 th May 2018
Inductions:	9 th – 25 th May 2018

Start Date:	Start week commencing 3rd September 2018 Autumn 1 ½ Term 2018
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Please refer to September 2018 Admissions Timetable

September 2018 Admissions Timetable

Start Date:	Autumn 1 ½ Term 2018 Week commencing 3 rd September 2018
Applications Open:	1st May 2018 <i>(Please note: All applications will be entered into the Bookings System on 1st May 2018, regardless of the date they are submitted).</i>
Deadline for Applications:	25 th May 2018
Offers 1 st Round issued:	4 th June 2018
Acceptance 1 st Round due:	18 th June 2018
Offers 2 nd Round issued:	25 th June 2018
Acceptance 2 nd Round Due:	2 nd July 2018
Inductions:	19 th June – 20 th July 2018