



## Policy Documents

### Admission and Fee Policy

WACI is committed to offering a competitively priced and good value service. As a provider of registered childcare, we both encourage and support eligible parents/carers claiming and taking up the childcare element of the Working Tax Credit.

#### Admissions

When a parent/carer contacts WACI to enquire about a place for their child, they will be told whether or not there is a place for their child on the preferred day. Any questions will be answered and the fee will be discussed.

If there is a space and the parent would like their child to start they are then given the option to whether or not they and their child would like to meet the club staff before starting. They will then be given an information pack and asked to complete all parts of the registration form before their child starts.

Each session will run from 15:15pm to 18:00 daily through term time only. The club will be open on in-service days subject to demand.

When the child starts, the 'settling in' policy will come into operation.

#### Fees (effective February 2018)

- Children dropped down from school because of late pickups will be charged £2.00 if picked up before 15:30, after this time normal session rates apply.
- The attendance fee for each child for the whole session is £8.50
- Concessions for more than one child apply: For 2 children it will be £16.00, for 3 children £23.50
- Initial hour 15.15 to 16.15 £4. If Child/children are picked after 16:15 full session rates will be charged.
- If you do not sign your child/children out and put what time you have collected them you will be charged for the full session.
- Children sent to Waci after school clubs will be charged the full session rate.
- There is an admin fee of £10 for each family. This fee is payable in April at the beginning of the financial year, or part of. This fee covers extras such as birthday parties, theme weeks etc.
- Cheques need to be made payable to WACI



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- We are now able to accept child care vouchers, the tax free payment system from your employers. Please see a member of staff for more details.
- All sessions that have been booked will be charged for unless we are given 24 hours notice.
- Payment of fees needs to be made weekly or monthly. Individual payment agreements could be negotiated between the WACI Manager and the parent/carer.
- If the fees are not paid on the agreed time, the club will notify the parent/carer and request payment at the earliest possible time.
- If payments are continually late, the WACI Manager will issue a formal warning and may be forced to terminate the child's place. All letters which are sent chasing such payments will incur a £5.00 cost which will be added to the bill.
- Payments and booking details can either be sent to the school's office for the attention of WACI or given to the Manager personally. We now except bank payments electronically, Our bank details are TSB. Sort Code: 30-95-57 Account Number: 01206596.
- Parent/carers are encouraged to speak to the WACI Manager if they have any questions about this policy.
- The level of fees will be reviewed yearly at the AGM. At will be set in accordance to the financial report.
- It is the responsibility of the parent/carer to inform the WACI play leader of any admission changes e.g. change of address/contact number.
- Those families who do not regularly pay and maintain their accounts will be required to make further payments on a weekly basis. If fees are not paid then exclusion from the club may result.
- All bills must be cleared by the end of each term. If not cleared a £5.00 charge will be applied and your child/children will not be allowed to attend Waci until the bill is cleared.

### Parent Late Policy

Children are to be picked up promptly at 18:00 there will be a penalty charge for late collection of £5.00 per child, per quarter of an hour after 18:00. If no information has been received informing us of a late pickup and all contact details have not responded, social services will be contacted.



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### One off Bookings

WACI club will accommodate 'one off bookings' if there is a place on the requested day. The fees policy would apply, however the yearly fee would not be required. An information pack would not be given unless requested. A registration form would need to be completed before the child attended.

### Special Events

On occasion, WACI will run special events, discos park visits etc. All regular registered WACI members will be invited to attend. There are limited places available. These places will be given on a first come first served basis.

### Holiday Club

WACI also operates a holiday club during school holidays and inset day (Welton Primary only). This runs from 8am – 6pm Monday to Friday. Spaces must be pre-booked and registration forms / paperwork completed as per term time WACI sessions.

Fees for Holiday Club are:

### Sessions

1 child - 8am – 6pm – All Day - £20  
2 or more children - 8am – 6pm – All Day - £18 each

1 child - 8am – 1pm – half day - £10  
1 child - 1pm – 6pm – half day - £10  
2 or more children - 8am – 1pm – half day - £9 each

If there are not enough children booked into each day, the session will not run.