

Admissions and Fees Policy

In2care is registered with Ofsted. We provide care for children between the ages of 3 and 11. Places are offered on a first-come first-served basis. When all places have been filled, a waiting list will be established.

Registration

When an enquiry regarding places is made, parents or carers will be given access to 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 book via the In2care website and will need to complete the necessary paperwork, ie contract, registration, medical, privacy notice, booking and photo permission forms, before their children can attend the club.

Cancelling of sessions

Once booked sessions are non-refundable and should a child not attend then the charge will still be applicable. The management may on occasions and at their full discretion permit a session change or refund but this decision remains with the management. In all instances parents/carers are urged to inform In2care as soon as reasonably possible if their child should not be attending (usually 24 hours unless illness occurs). This enables In2care to make necessary staffing changes if required and offer places to any individual on the waiting list.

Fee structure

Fees must be paid in full by the end of a booking period (half termly) via the In2care website, BACS or vouchers. All payment information is available via the website with up to date pricing available.

We recognise that childcare can be costly, so we encourage eligible parents or carers to claim the childcare element of the Working Tax Credit/Universal Credit and we also accept Childcare Vouchers.

Please note that In2care reserve the right to charge a late fee for children who are not collected at the end of the scheduled session time. This will be charged at £5 per ten minutes and is payable within three working days directly to In2Sport.

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.

This policy was adopted by In2care	Date: December 2019
To be reviewed: May 2020	Signed: H R MEEK

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2017): Safeguarding and Welfare Requirements: Information and records [3.68-3.75]*