



# Funtastic Club Policies & Procedures

Number 02

Admissions Policy\_

# **Admissions Policy**

## **Statement of intent**

We want all children attending to feel safe, stimulated and happy, alongside feeling secure and comfortable with the staff at Funtastic Club. We also want parents to have confidence in both their children's wellbeing and their role as active partners with Funtastic Club.

## **Aim**

We aim to make Funtastic Club a welcoming place where children settle in quickly and easily due to the consideration that has been shown to the individual needs and circumstances of children and their families.

## **Methods**

Before a child starts at Funtastic Club, we use a variety of ways to provide his/ her parents with information to ensure their child and the parents feel settled in the environment. This includes:

- \* The option for the child with their parents to observe the club and ask any questions they may have.
- providing written information about the club, including copies of our policies and procedures if requested.
- attending individual meetings with parents if requested.

When a child starts to attend the club, we work with his/hers parents to decide on the best way to help the child settle into Funtastic Club. We then hold regular informal discussions with the parent(s) during the initial settling in period to ensure all parties are happy.

## **Club fees and Payments**

Please see Funtastic Club fee charging policy.

If Funtastic Club is unable to accommodate a child, they will be placed on a waiting list or an alternative day may be offered. Fees will only be refunded in exceptional circumstances and at the discretion of the Club Proprietor

- Attendance fees are payable per child, per session.
- You can pre book your sessions by contacting the Club Organiser or the Club Manager, and an invoice will be raised which will be confirmation of your booking.
- The full fee due must be received by the Club Manager before the club opens.
- All sessions missed due to illness, holiday or other circumstances, must still be paid for.
- We are obliged by law to disclose accurate details to the Inland Revenue of the childcare provided to parents who are claiming Child Care Tax Credit Places. We therefore strongly recommend that you ensure that your claim form to the Tax office matches the childcare we provide for you.
- If you experience difficulties in making the correct payments, please contact the Club Manager.

### **Late Collection Charge**

Due to unfortunate abuse by the majority of the services provides by the club, it has become necessary to apply a late collection charge. Please see Funtastic Club fee charging policy.

The club staff realise that there may be difficulties on occasions, and parents are requested to contact the club as soon as possible if there is a problem with collection so that appropriate arrangements can be made. For parents who regularly collect their child after 6.00pm, the club reserves the right to terminate their child's membership with a letter of notification.

Name of Assessor	Updated on	Reviewed on	Signature
Regine Natchoo	September 17	September 18	R.Natchoo