

*“Learning Today, Leading Tomorrow”*

Bishops Down Primary School

[www.bishopsdownprimary.org](http://www.bishopsdownprimary.org)



# Policy for WAC & Play Scheme Admissions & Fees

Date Agreed:	January 2017
Date for Review:	January 2018
Updated by:	WAC Manager
Reviewed by:	Resources Committee

## **Wrap Around Care and Play Scheme**

### **Admissions and Fees**

**Our Wrap Around Care and Play Scheme provision is committed to providing a fair and open admission system that offers a competitively priced and good value service.**

### **Admissions**

When a parent/guardian contacts Wrap Around Care or Play Scheme enquiring about a place for their child, they will be given Parent/Guardian Agreement (x2), Booking Form, and Admissions and Fees policy and informed of whether there is currently a suitable place available for their child.

The Parent/Guardian Agreement form must be completed together with the Regular Attendance/ Booking form and before admission will be confirmed by the Manager.

### **Fees**

Details of the costs for Wrap Around Care and Play Scheme can be found on the booking forms and on our website.

- As from 1<sup>st</sup> April 2017 all Wrap Around Care/ Play Scheme provision will be paid for in advance.
- Payment must be made at time of booking and bookings will not be confirmed until payment has been received.
- When booking regular sessions payment would be required in advance, paid by the start of term.
- Ad Hoc bookings should be paid for in advance or on the day.
- If fees are paid persistently late, Wrap Around Care/Play Scheme will be forced to terminate that child's place in all Wrap Around Care/Play Scheme provision, including the Discos.
- Parents/carers are encouraged to speak to a member of staff or the Manager if they have any query about the fees policy, or if, for any reason, they are likely to have difficulty in making a payment on time.
- Parents/carers are strongly advised to arrange a meeting at the earliest possible opportunity, to avoid jeopardising their child's place at Wrap Around Care /Play Scheme.
- If your child is in receipt of Pupil Premium and requires a Wrap Around Care place during term time, they are entitled to a £15 per week per child subsidy. This could be 5 sessions at Breakfast club or in part payment for after school sessions. For Holiday Play Scheme they are entitled to 2 half days a week
- Sessions will be confirmed once the manager or administration assistant is in receipt of a signed booking form and payment.
- Payment can be made by ParentPay, cash, cheque, or by childcare vouchers.

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- A least a week’s notice (by email) is required for cancellation in order to receive a refund. With regards to illness, the first day is charged but subsequent days will be refunded if Wrap Around Care /Play Scheme have been notified on day 1 of illness.

Agreed by Full Governing Body January 2017  
To be reviewed by January 2018

Signed..... (WAC Manager)

Signed.....(WAC Co-ordinator)