

4Wards Multi-Activity Admissions and Fees Policy

4Wards Multi-Activity is registered with Ofsted; our registration number is 2703736. We provide care for children between the ages of 5 and 12, primarily serving the children of Wellstead, St James' and Berrywood Primary Schools.

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 all the relevant Club information, including:

- Information regarding availability of places
- Details of the Admissions and Fees policy
- The booking information including medical requests, first aid and photo permission
- Direction to all 4Wards Multi-Activity policies including Behaviour and Complaints

child will be able to attend 4Wards Multi-Activity as soon as the booking and payment has been 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 complete the necessary booking forms and any relevant forms such as any medical information

- **Permanent place:**

Once booked, if a child does not attend for any reason, you will still be charged for this place. If you wish to cancel the place altogether, one month's notice in writing is required.

After 48 hours of booking, a 50% return will be made if a place is cancelled as long as this is made to 4Wards Multi-Activity no later than 48 hours prior to the day.

Any cancellation within 48 hours of the day will result in 0% refund.

Fee structure

Fees are charged at £23 per child, per day.



4Wards Multi-Activity recognises that childcare can be costly, so we encourage eligible parents or carers to claim the childcare element of the Working Tax Credit/Universal Credit. We are also registered to accept the following childcare vouchers and Tax-Free Childcare schemes:

1. Government Tax Free Scheme
2. Edenred
3. Sodexo
4. Fideliti
5. Computer Share Vouchers

4Wards Multi-Activity are happy to register with other schemes at parent / carers request.

- Fees are payable as soon as each school holiday camps are confirmed and sent out by 4Wards Multi-Activity
- Fees can be paid by electronic transfer or childcare vouchers

Payment of fees

Fees are reviewed annually. 4Wards Multi-Activity will consider requests for variation to payment terms on an individual basis. Anyone making these requests should contact the lead coach at the earliest opportunity. Any queries regarding fees should be directed to the lead coach.

If fees are not paid, 4Wards Multi-Activity 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 contact the lead coach as soon as possible.

Where there is no explanation for repeated late payment, the lead coach will contact the parents or carers to discuss payment options. The lead coach may issue a formal warning to the parent or carer informing them that continued late payment will result in their child's place at 4Wards Multi-Activity being withdrawn.

If the fees remain unpaid after all the above options have been explored, 4Wards Multi-Activity may have to cancel the child's place.

This policy was adopted by: 4Wards Multi-Activity	Date: 11/10/22
Reviewed: 10/10/23	Signed: 
Reviewed: 10/10/24	Signed: 
To be reviewed: 10/10/25	Signed: 