



Playzone Fee Policy

Date: 01 November 2018

Review Date: November 2019

Chair of FGB: Sarah Dugdale

Admissions and Fees

Playzone is committed to providing a fair and open admission system that offers a competitively priced and good value service. As a provider of registered childcare, we both encourage and actively support eligible parents/carers claiming and taking up the childcare element of the Working Tax Credit.

Admissions

Parents should complete an initial application for Playzone detailing the hours, days, clubs they are seeking.

If a suitable place is available the parent/carer and, where possible, the child will be invited to visit Playzone. If the parent/carer agrees to abide by all the terms and conditions of admission, including the level of fees and arrangements for payment, they will be asked to complete and sign the Admissions Form (see Appendix B) to confirm their child's place.

Parents/carers will also be encouraged to complete and sign the Emergency Medical Treatment Form (see Appendix C).

Once the admission is secure, school office will contact the parent/carer concerned to arrange a date for the child's first session at Playzone.

Availability for Placements

There is a set number of places available at the Playzone which is calculated on a staff/child ratio. To ensure that admissions to Playzone are offered on a fair and transparent basis, the following procedure is used:

- Availability for each day can be checked online when booking by anyone who has signed the Terms and Conditions for Playzone and are therefore accepted as part of the cohort.
- Booking can only be made if an account is in credit to cover the cost of the booking.

Fees

Playzone understands that the cost of registered childcare may seem expensive to a parent/carer. However, providing a high quality, safe and stimulating service for children is not cheap and to ensure the continued high standards and sustainability of Playzone, it must ask that parents/carers respect its policy in respect of fees.

- The level of fees will be set by the Governing Board and reviewed annually.
- Payment of fees should be made weekly or monthly ahead of time of the booking.
- If children are being left with Playzone without prior booking, a placement cannot be guaranteed and payment must be made immediately.
- The school has the right to issue a formal warning to the parent/carer and inform them that continued late payment will result in their child's place at Playzone being forfeited.
- If fees are paid persistently late or not at all with no explanation, Playzone will be forced to terminate that child's place.

APPENDIX A

Fees as of November 2018

Club Session	Session Hours	Cost per session
Breakfast Club without Breakfast	7.45am – 8.45am	£2.00
Breakfast Club with Breakfast	7.45am – 8.45am	£2.50
Afterschool Club 1	3pm – 4pm	£4.00
Afterschool Club 2	3pm – 5pm	£5.00
Afterschool Club 3	3pm – 5.50pm	£6.00

Payments must be made in advance. Bookings of sessions can only be done if the parent/carer's account is in credit.