# ADMISSIONS AND FEES POLICY

*for*

# THE COLOUR CLUB LTD

The Colour Corner is registered with Ofsted; our registration number is 277152. We provide care for children between the ages of 5 and 16 primarily serving the children of Wetherby and the surrounding areas.

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 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

If a place is available, the parents and child will be invited to visit the club for a trial session if required. The child will be able to attend the sessions 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 complete the necessary forms, i.e. contract, registration, medical, privacy notice, booking and photo permission forms, before their children can attend the sessions.

- **Securing a 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, refunds are offered at the owners discretion.

## Fee structure

For after school and weekend sessions fees are charged at £12 per session in blocks to run alongside the school term. Therefore, the block booking cost can sometimes vary depending on the length of the term. In most cases this will be 5 or 6 weeks and so will be priced at £60 or £72 per block booking respectively.

For holiday club sessions fees are charged as follows:

- For a 2 hour session: £25

The Club 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 childcare vouchers and with the Tax-Free Childcare scheme.

- Fees are payable in advance
- Fees can be paid by electronic transfer or childcare vouchers
- Fees are charged for booked sessions whether the child attends or not

**Payment of fees**

Fees are reviewed annually. Any queries regarding fees should be directed to the manager.

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| This policy was adopted by Kimberley Blakey | Date: 1/9/26 |
| To be reviewed: 1/9/27 | Signed: Kimberley Blakey |

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2023): Safeguarding and Welfare Requirements: Information and records [3.74]*