

Active Bodies @ Hilton

Admissions, Fees and Registration

We provide care for up to 60 children between the ages of 3 and 11, serving the children of Hilton Spencer Academy.

Places are offered on a first-come first-served basis. When all places have been filled, a waiting list will be generated. If spaces become available, the contacts on the waiting list will be emailed and given 24hrs to secure the space before the space then becomes available for anyone to book.

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, prices and times
- A link to the relevant activity to complete the safety form and access to terms and conditions and the following policies:
 - Behavioural Policy
 - Complaints Procedures
 - Admission, fees and registration
 - Safeguarding

If a place is available, the parents and child will be invited to visit the club for an induction if required. The child will be able to attend the Club as soon as the safety form is completed. This can only be completed when sessions are booked initially but is then saved for future bookings and activities.

Booking procedure

Parents must complete the necessary safety form, as this will collate all relevant information required before a child can attend Active Bodies ie Ts & Cs, registration details, medical information and any allergies or dietary requirements, photo permissions and emergency contacts.

Bookings are made every half term through Enrolmy. A link will be sent out to primary contacts currently registered at the setting a week before the activity is made available online for anyone to access.

- **Regular bookings**

Regular bookings (the same each week) can be made for each half term. It is the responsibility of the parent or carer to make these bookings each half term in advance to secure the spaces.
- **Casual bookings**

Casual bookings (irregular dates) can be made either for the whole activity or at any point during the activity, as long as there are places available. These can also be made in addition to regular bookings.
- **Cancellations**

All sessions booked will still be charged for in full unless at least 7 days' notice is given. It is the responsibility of the parents/carers to make these cancellations through

their Enrolmy account. If payment has already been made, credit will be generated and applied to the next invoice. Credit must be used in the same academic year. If 7 days' notice is not given, then it is the responsibility of the parent or carer to inform a member of staff so this session can be made available or be offered to anyone one on a waiting list for that day.

Fee structure

- Fees are charged at:

Morning session, 7:30 until the start of school, £9 (Including Breakfast)

Afterschool sessions from school end until 4:15, £9 (Including snack) 1hr

until 5:15 £13 (Including meal) 2hrs

until 6:15 £14.50 3hrs

- Fees are payable monthly in advance
- Fees can be paid by electronic transfer, Tax free payments or childcare vouchers
- If the collection time is later than planned and the child is signed out in a later session, the difference will be invoiced and is due upon receipt
- There is a charge of £10 per 10 minutes for late collection after the club is closed, which will be invoiced for and due upon receipt
- Fees are charged for booked sessions whether the child attends or not, if no cancellation notice is given.

Payment of fees

Fees are reviewed annually. Active Bodies will consider requests for variation to payment terms on an individual basis. Anyone making these requests should contact the Director or Finance Manager at the earliest opportunity and any agreements made must be confirmed in writing.

Active Bodies reserves the right to blacklist an account if invoices are overdue to stop any future bookings being made until the balance is cleared. If payments are continually late or accounts are in arrears, Active Bodies reserve the right to issue a formal warning to the parent or carer informing them that continued late payment or arrears will result in their child's place at the setting being withdrawn.

Active Bodies will follow a formal collection process resulting in possible legal action if no attempt is made to clear any overdue invoices once a place has been withdrawn and the account blacklisted.

This policy was adopted by. Active Bodies	Date: 20/03/18
Last reviewed: 21/02/26	Signed: A.McNels

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2017): Safeguarding and Welfare Requirements: Information and records [3.68-3.75]*