

Woodland Whiz Kids

Admissions and Fees Policy

Woodland Whiz Kids cares for children, between the ages of 5 and 11.

Places are offered on a first-come first-served basis. When all places have been filled, any additional children will be placed on a waiting list and we will notify their parents if any places become available due to cancellations.

Booking procedure

Parents must complete the necessary paperwork, i.e. the registration, medical, booking, sun-cream permission and photo permission forms, before their children can attend the Club. The forms and payment for the booked sessions should be returned to the Club as soon as possible.

Fee structure

Fees are charged at

- £40.00 per day
- £175.00 per week
- £10.00 per additional hour
- £4.00 per day for a packed lunch

Payment terms

All fees are payable in full within a week before attending in order to secure your child's place at Woodland Whiz Kids.

- Fees can be paid by cheque, electronic transfer, cash or direct debit
- Fees are charged for booked sessions whether the child attends or not
- We offer a 10% discount for siblings
- We offer a 12.5% discount for full week bookings

This policy was adopted by Woodland Whiz Kids	Date: 25/02/2019
To be reviewed: 25/02/2020	Signed: James Smith

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2017): Safeguarding and Welfare Requirements: Information and records [3.68-3.72]*