

Admission and Charging Policy Wrap around care

Effective Date 01 April 2026	Next Review Date 1 Apr 2027	Version Version 2	Reviewed by Lorna Hodgett Centre Manager
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PURPOSE

Welcome to Acorn Childcare Centre - Wrap Around Care (Out of School Care). We are delighted that you are considering our Breakfast Club, After-School Club, and Holiday Club provision for your child.

This Admissions and Charging Policy is specific to our wrap around care (OOSC) and is designed to ensure a transparent, fair, and consistent approach for all families. We are committed to providing a safe, inclusive, and engaging environment where children can relax, socialise, and take part in stimulating activities outside of the school day.

This policy outlines how places are allocated, how sessions are booked and charged, and the expectations of families using our OOSC provision. Our approach reflects our values of inclusivity, equality, and respect for diversity. Please read this policy carefully and contact us if you require clarification.

ADMISSIONS-WRAP AROUND CARE

Admissions - Wrap around care

To enquire about a place at Breakfast Club, After-School Club, or Holiday Club, please contact our team on 01780 766493 (Option 2) or email enquiries@acornchildcarecentre.co.uk. A prospectus is available on request or via our website.

Before your child attends OOSC, an Admission Form and signed Contract must be completed to ensure we hold all relevant information to support your child's safety and wellbeing.

The OOSC provision includes:

- Breakfast Club
- After-School Club
- Holiday Club (including INSET days)

We liaise closely with school staff to ensure children are safely handed over at the start and end of the school day.

AREA	PROCEDURE
Deposits	<p>To secure a wrap around care place, a £100 deposit per child is required. Deposits must be paid before your child's first session.</p> <p>Deposits are refundable once the final account has been settled and all outstanding fees cleared.</p>
Bookable Sessions	<p>Breakfast and After-School Club (4-11 years, term time only)</p> <ul style="list-style-type: none"> • Early Bird Breakfast Club (including breakfast): 07:30 - start of school - £6.90 • Night Owl After-School Club (including light tea): End of school - 18:00 - £15.40 <p>Holiday Club (4-11 years, school holidays & INSET days)</p> <ul style="list-style-type: none"> • Full Day Session (including breakfast, snack & light tea): 07:30 - 18:00 - £48.40 • Short Day Session (including snack): 09:00 - 15:00 - £30.80 <p>Holiday Club is available to children who have started school and is open to children from all local primary schools, not only Malcolm Sargent Primary School.</p>
Food Provision	<p>A light breakfast is provided for children attending Breakfast Club, and a light tea is provided for children attending After-School Club and full-day Holiday Club. These are included in the session cost.</p> <p>Children must arrive at Breakfast Club no later than 08:15 to receive breakfast.</p> <p>Holiday Club children should bring a healthy packed lunch. No additional snacks or drinks are required, as water is available throughout the day.</p> <p>We accommodate food allergies and dietary requirements wherever possible. No refunds are available for children who choose not to eat the food provided</p>
Ad-Hoc Sessions	<p>Ad hoc OOSC sessions may be booked subject to availability and completion of an Admission Form. Please contact the Centre office to enquire.</p>
Part-Time Sessions	<p>Part sessions are charged at the full session rate, as staffing ratios must be maintained regardless of attendance time. Session times cannot be adjusted.</p>
Payments	<p>OOSC fees are invoiced monthly in arrears and are payable within 15 days of receipt. Payment by bank transfer is preferred. Cheques are accepted. Cash payments should only be made at the Centre office and a receipt will be issued.</p> <p>Invoices and statements are emailed to the named bill payer(s) on the Admission Form.</p>
Discounts	<ul style="list-style-type: none"> • Full OOSC discount is available for staff employed by Acorn Childcare Centre (rota-dependent). • 10% discount for children whose parents work at Malcolm Sargent Primary School • One 10% sibling discount per family is available where more than one child attends the Centre. The discount is applied to the oldest child's contracted OOSC sessions only. • It is the parent's responsibility to notify the office if a sibling discount is required. Discounts cannot be applied retroactively. • A 10% discount is applied to holiday club sessions when 5 days are booked consecutively.

Late Collection	If a parent/carer anticipates being late, the Centre must be informed as soon as possible. Late collection charges apply at £20 per 30-minute period or part thereof, per child. For example, collection at 18:35 would incur a £40 charge.
Non-Collection	If a child is not collected and no contact can be made with parents or emergency contacts, the Centre will follow safeguarding procedures, including contacting the local authority children's services emergency duty team if required.
Non-Payment of fees	We understand that families may occasionally experience financial difficulty and encourage early communication. Where fees remain unpaid: <ul style="list-style-type: none"> • The Manager will liaise with the parent/carer • A payment plan may be agreed • Continued non-payment may result in withdrawal of the child's place and offsetting of the deposit • Legal recovery may be pursued as a last resort • All financial matters are treated confidentially
Tax credits and childcare vouchers	The Centre is Ofsted registered and accepts childcare vouchers. Parents may also be eligible to claim tax-free childcare or childcare elements of Universal Credit. Please note that unused childcare vouchers cannot be refunded directly by the Centre.
Withdrawing from Wrap around care	Families must provide two working days' written notice if they no longer wish to use OOSC. A closing statement will be issued and the deposit refunded once the final balance is settled.
Closures	The Centre is closed for one week between Christmas and New Year and on bank/public holidays. Holiday Club operates during all other school closure periods, including INSET days.
Review of fees	Fees are reviewed at the discretion of the Directors. Families will be given one month's notice of any fee changes.
Policies	All of our policies can be found on our website and are reviewed every year. Any major changes will be communicated to parents via email and/or parentmail
OOSC cancellations	All OOSC sessions are staffed to required ratios and are therefore chargeable once booked. A minimum of two working days' notice is required to cancel or change a session. Sessions cancelled with less notice, or missed due to illness, remain payable. Notification must be sent by email to enquiries@acornchildcarecentre.co.uk.

CANCELLATION DEADLINE

Session Type	Monday	Tuesday	Wednesday	Thursday	Friday
Breakfast Club	By 07:30am on previous Thursday	By 07:30am on previous Friday	By 07:30am on previous Monday	By 07:30am on previous Tuesday	By 07:30am on previous Wednesday
Afterschool Club	By 15:00 on previous Thursday	By 15:00 on previous Friday	By 15:00 on previous Monday	By 15:00 on previous Tuesday	By 15:00 on previous Wednesday
Holiday Club	By 07:30am on previous Thursday	By 07:30am on previous Friday	By 07:30am on previous Monday	By 07:30am on previous Tuesday	By 07:30am on previous Wednesday