



## Wingbats Admissions and Fees Policy

Wingbats is registered with Ofsted; our registration number is EY227538. We provide care for up to 100 children between the ages of 4 and 11, primarily serving the children of West Byfleet Infant School.

Places are offered on a first-come first-served basis. When all places have been filled, a waiting list will be established, with the following order of priority:

1. Siblings of children already attending the club
2. Children of West Byfleet Infant School
3. Children living in the area attending other schools
4. Sibling of children who live in the area attending other schools

### 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
- Details of the **Admissions and Fees policy**
- Registration form, medical form, parent contract, booking form, privacy notice, photo permission form
- **Club Brochure**

If a place is available, the parents and child will be invited to visit the club for an induction. The child will be able to attend the Club 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 paperwork, ie contract, registration, medical, privacy notice, booking and photo permission forms, before their children can attend the club.

- **Permanent place/Regular booking:** Once booked, if a child does not attend for any reason, you will still be charged for this place. If you wish to change the booking or cancel the place altogether, one month's notice in writing is required.
- **Temporary booking:** We will accept temporary or occasional bookings as long as there are places available. If a temporary place has been booked and is no longer required, the club must be given 24 hours notice. If notice is not given, the place will still be charged for.

### Fee structure

Fees are currently charged at £16.50 per session.

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 a wide range of childcare vouchers and with the Tax-Free Childcare scheme.

- Fees are payable monthly in advance
- Fees can be paid by cheque, electronic transfer, childcare vouchers, cash or direct debit



- There is a charge of £15 per child for every 15 minutes, or part thereof for late collection, which will be added to the next invoice
- The club charges an annual registration/membership fee of £5 per child
- Fees are charged for booked sessions whether the child attends or not

### Payment of fees

Fees are reviewed annually by the Management Committee. The Club will consider requests for variation to payment terms on an individual basis. Anyone making these requests should contact the Manager at the earliest opportunity. Any queries regarding fees should be directed to the Manager.

If fees are not paid, the Club will write to the parent or carer, requesting payment. If the parents or carers are having difficulty making the payment on time we recommend that they arrange a meeting with the manager as soon as possible.

Where there is no explanation for repeated late payment, the manager will contact the parents or carers to discuss payment options. The manager may issue a formal warning to the parent or carer informing them that continued late payment will result in their child's place at the Club being withdrawn.

A late payment charge of 5% of the amount owed will be applied to all balances outstanding for more than three months. Further late payment charges, at the same rate, may be applied after this period and the Club reserves the right to remove a child's place at Wingbats if fees remain unpaid for more than three months.

This policy was adopted by: <b>Wingbats</b>	Date: <b>February 2026</b>
To be reviewed: <b>February 2027</b>	Signed: <b>Zena Barclay-White</b>

*Written in accordance with the Statutory Framework for the Early Years Foundation Stage (2025):  
Safeguarding and Welfare Requirements: Information and record keeping [3.92], Information  
for Parents & Carers [3.97]*