

Fees and Admissions Policy

Booking System

In order to secure a place for your child at the Breakfast or After School Club, you must create a booking via our online booking system iPal. Once it has been confirmed that there is a space for your child to attend the club on the days you have requested, you will receive a confirmation email. Prior to your child attending the club you will be sent a Registration Form, One Page Profile form and Medical form to complete and return at your earliest convenience. We are unable to care for any child without these forms.

When completing the Registration Form, you will come across the Terms and Conditions of the Club, along with some parent consent boxes. Please read this carefully before signing the form and returning it to the Manager.

Friends at Play will send a copy of the club register to the school office on a daily basis so the receptionist is able to disburse the register to class teachers to allow for a smooth transition from class to the club.

Parents booking last minute places at the Club will need to contact the Friends at Play Manager to confirm availability. Parents will also be required to contact the school office so they can notify their child's class teacher.

Waiting List

If there are no spaces available for your child, they will be placed on a waiting list. The waiting list is run on a first come, first served basis.

Fees

Parents will make payment via the iPal booking system. Payments can be made upfront or via a monthly direct debit if creating a block booking of one month or more.

If parents wish to pay via tax free childcare accounts or childcare vouchers, these forms of payment can be linked directly to the iPal system.

Breakfast Club (7.30am - 8.40am)

£7.00 per session

After School Club (3:20pm - 6:00pm)

£7.00 per session - Up to 1 Hour

£14.00 per session - 2 - 3hours

Equal Opportunities

As an Ofsted registered Early Years provision we are legally bound to meet the requirements of Ofsted regulations and the Early Years Foundation Stage published by the Department of Education.

At Friends at Play, we will ensure that we provide a safe and caring environment, free from discrimination, for everyone in our community including children with additional needs.

To achieve the Club's objective of creating an environment free from discrimination and welcoming to all, the Club will:

- Respect the different racial origins, religions, cultures and languages in a multi-ethnic society so that each child is valued as an individual without racial or gender stereotyping.
- Not discriminate against children on the grounds of disability, sexual orientation, class, family status or HIV/Aids status.
- Help all children to celebrate and express their cultural and religious identity by providing a wide range of appropriate resources and activities.
- Strive to ensure that children feel good about themselves and others, by celebrating differences which make us all unique individuals.
- Ensure that its services are available to all parents/carers and children in the local community.
- Ensure that the Club's recruitment policies and procedures are open, fair and non-discriminatory.
- Work to fulfil all the legal requirements of the Equality Act 2010.
- We will monitor and review the effectiveness of our inclusive practice by conducting an Inclusive Audit on an annual basis.

Early Education Funding

- Friends at Play are able to offer 15 hours per week during term time (38 weeks) only.
- Funding is offered to parents for the first two hours of After school club sessions only. Breakfast club and the third hour of After school club are charged at our private rates of £3.50 per session. Private hours are offered to funded children as an optional additional service, it is not a requirement for parents to use this service in order for them to gain access to a funded place.
- Funded places will incur a voluntary fee of £1.85 per session for snacks, the children will receive a fruit snack on arrival to the club and a light tea later on in the session consisting of foods such as pasta, beans on toast, wraps, sandwiches, yogurts, fruit and biscuits. If the club is required to provide items such as nappies and wipes, this will be charged at a voluntary rate of £1.00 per session. For parents who are unwilling or unable to pay for consumables, we are able to discuss alternative options, such as parents supplying their own foods, nappies and wipes.
- Funded Entitlement children are eligible for a settling in period, as long as the parent/provider agreement (PPA Form) is mutually agreed, signed and in place prior to the child starting at the club. Hours may be phased in over a maximum period of up to 3 weeks. By 3 weeks, children must be attending as set out in the PPA agreement.
- Parent/Provider Agreement forms can be found on the Buckinghamshire Council Early years website under useful information. A member of the Friends at Play team can also email you a copy of the teams.
- A signed parent declaration will be in place and this is a contract for the year, unless there are any changes to the agreement.
- It is the parent/carer's responsibility to review and update eligibility codes. If an eligibility code falls outside of a grace period and is not updated by the parent, the parent will then be liable to full charges under our private rates.
- A parent who is in a grace period cannot start a funding claim with a new provider.

- Parents/carers will need to give notice to leave half termly. If they want to leave sooner, they can, but parents/carers will not be eligible to claim funding with another provider for the remainder of the half term. Please see Buckinghamshire Guidance on Memberships of the Directory of Early Education Funding. <https://earlyyearsweb.buckinghamshire.gov.uk/9-months-to-4-years-old-funding/information-and-guidance/>
- As much notice as possible is required to split funding entitlement with another provider, parents/carers are required to fill in a separate claim form for Friends at Play in order for us to apply for funded children. Full details of the Nursery/Pre-School should be provided when splitting the entitlement between us and another provider.
- Funding is applicable until the term that children enter full time education in a reception class.
- Funding cannot be accepted after the term a child who is not in reception has turned 5, or by a child who has turned 5 but not taken up a place in reception.
- Funding will be allocated to your monthly invoice stating the amount of funding each child has, should a child use the club for Private hours along with consumables charges this will be detailed and added to your invoice.

Stand alone offer

Should any parent require funded hours outside of the sessions we have outlined, a discussion between the club and the parents will take place to see how we are able to meet the needs of the child and the parent.

Other payment options

Friends at play also accept payment through the following schemes.

- Childcare vouchers
- Tax free childcare accounts
- Childcare Grant payment Service

This policy was adopted by: Friends at Play	Dated: September 2025
To be reviewed:	Signed: FAP