

Passmaster

Admissions and Fees Policy

Passmaster is registered with Ofsted; our registration number is 2729964 We provide care for children between the ages of 5 and 12 who attend a Primary School Setting.

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. Those requiring the greatest number of sessions/hours per week
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 information, including:

- Information regarding our website and booking platform where they can find
 - Details of the **Admissions and Fees** policy
 - Registration form, medical form, parent contract, booking form, privacy notice, photo permission form
 - **Behaviour Management** policy
 - **Complaints** policy
 - **Club Handbook**

The child can attend 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.

Fee structure

Fees are charged at £20 per day

The Club recognises that childcare can be costly, so we encourage eligible parents or carers to claim the childcare element of Universal Credit. We are also registered to the Tax-Free Childcare scheme.

- Fees are payable in advance using our online platform <https://passmastercoaching.schoolipal.co.uk/>
- Fees can be paid by our online platform. We will accept cheque, electronic transfer, childcare vouchers, cash or direct debit
- Fees are charged for booked sessions whether the child attends or not, unless cancelled online before 8 am
- We offer a 10% discount for siblings

Payment of fees

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

If the fees remain unpaid after all the above options have been explored, the Club may have to cancel the child's place.

Refunds and Cancellation

For requests for refunds and cancellations please contact our business manager tinadean.passmastercoaching@outlook.com

This policy was adopted by Passmaster	Date: 17.10.2024
To be reviewed: 16.10.2025	Signed: Tina Dean 

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2024): Safeguarding and Welfare Requirements: Information and Record Keeping [3.78], Information for Parents and Carers [3.83]*