

JUMPING JACKS

Admissions and Fees Policy

Jumping Jacks is registered with Ofsted; our registration number is EY2762994. We provide care for up to 70 children per day between the ages of 4 and 11, primarily serving the children of Hurst Green Infants, Holland Junior, Limpsfield Infants, St Mary's Primary, St Peter's Infants and Tatsfield Primary 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. Those requiring the greatest number of sessions/hours per week

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, photo permission form
- All relevant policy's

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, booking and photo permission forms, before their children can attend the club.

- **Permanent place:**

Once booked, if a child does not attend for any reason, you will still be charged for this place. If you wish to cancel the place altogether or reduce your spaces, one month's PAID notice in writing is required.

- **Ad-Hoc booking:**

We will accept ad-hoc as long as there are places available. Ad-hoc bookings can only be booked one week in advance on a Friday up to the day the booking is needed and no sooner. Ad-hoc bookings will be invoiced with the following months fees. If an Ad-hoc booking has been booked and is no longer required, the club must be given 48 hours notice. If notice is not given, the place will still be charged for.

- **Swapping a session:**

We will always endeavour to swap a booked session if we have availability. This is not always a straight forward process due to logistics and therefore we will need to charge a £5.00 administration fee per child per swap.

- **Reduction or Cancellation of sessions:**

When you need to reduce or cancel your regular sessions, this must be in writing to the manager. Please note that for cancellation or reduction of sessions we require a four week "PAID" notice. This means that should you give notice before we close for school holidays you will still be charged for your regular sessions even if we are closed.

Fee structure

Fees are charged at £24.50 per child per PM session and £9.00 per child per AM 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 variety of childcare vouchers and with the Tax-Free Childcare scheme.

- Fees are payable monthly in advance and due by the 1st of each month.
- Fees can be paid by electronic transfer or childcare vouchers.
- There will be a charge of £25.00 for late collection of a child of 15 mins or more which will be added to the next invoice
- For late payment of fees (any payment received after the 1st of the month) there will be a charge of £25.00 added to the next invoice. A further £25.00 will be added for every full month that fees are not settled. NB if you have contacted the manager in advance of the due date to inform them of late payment this charge can be waived at the discretion of the manager
- Fees are charged for booked sessions whether the child attends or not
- We offer a 10% discount for siblings, single parents, and full time placements.

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 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.

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

This policy was adopted by Jumping Jacks

Date: Jan 2026

To be reviewed: Sep 2025

Signed: C Johnson