



## Admissions and Fees Policy

Get Set Play cares for up to 25 children, between the ages of 4 and 11.

Places are offered on a first-come first-served basis. When all places have been filled, any additional children will be placed on a waiting list and we will notify their parents if any places become available due to cancellations.

### Booking procedure

Parents must complete the necessary paperwork before their children can attend the Club. The forms and payment for the booked sessions should be returned to the Club as soon as possible.

### Fee structure

Fees are charged at:

- £15 per half day session- 8.00am-12.00pm or 12.00pm-4.00pm
- £25 per full day 8.00am- 4.00pm
- £5 for extra hours 4.00pm-5.30pm

### Payment terms

All fees are payable in full at time of booking in order to secure your child's place at Get set play.

- Fees can be paid by: - electronic transfer to Natwest bank- sortcode:560064  
acc no: 43276555  
- paypal [bookings@getsetplay.co.uk](mailto:bookings@getsetplay.co.uk)  
- cash
- Fees are charged for booked sessions whether the child attends or not unless 48 hours notice to cancel is given

This policy was adopted by Get Set Play	Date: April 2015
To be reviewed: April 2016	Signed: <a href="#">T Cole</a> <a href="#">A Middleton</a>

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2014): Safeguarding and Welfare Requirements: Information and records [3.68-3.75]*