

# Hilldrop Play Project

## Admissions and Fees Policy (26)



**December 2021**

This policy was adopted by Hilldrop Area Community Association at is to be reviewed at least every 2 years, or as necessary.	Review Date 1 <sup>st</sup> December 2023
Signed of Chair of Trustees	Date: 1 <sup>st</sup> December 2021

### Our Services

The Hilldrop Play Project is registered to care for 26 Children, between the ages of 4 and 11.

We offer an **After-School Club** that runs from 3-6pm on weekdays during term-time, with a collection service for children attending Tufnell Park and Hungerford Primary schools.

We also offer a **Holiday Play Scheme** service during the Easter & Summer School Holidays, and 3 x Half Terms during the year. The Holiday Playscheme runs on weekdays from 8:15am to 5.30pm.

Play Project services do not run on Bank Holidays.

### Registration

The Play Project accepts applications on a *first-come-first-served basis*, whether these are for the After School Club or Holiday Play Scheme.

Parents & carers are advised to visit the 'Play Project' page on our website ([hilldrop.org.uk/play-project](http://hilldrop.org.uk/play-project)) and download and complete a **Registration Form** for the service they require *before* contacting us. All information regarding Play Project policies, procedures and prices can also be accessed here.

Those unable to access the website may contact the **Play Project Team** on 0207 700 1871 to request an application form and further information.

Completed Registration Forms must be sent to the **Play Project Manager** whose contact details are on the website. The Play Project Manager will then review the form and contact the parent or carer to discuss the child's suitability, any additional needs, and if a place is currently available.

If a place is available, the parent/carer will be invited to visit the Play Project with their child to introduce them to the environment and meet members of the team. The timing of the visit may depend on staff availability or may be subject to delay in the event of COVID prevention procedures.

If the parent/carer agrees to abide by all the terms and conditions of admission found on the Registration Form , including the level of fees and arrangements for payment, they will be asked to sign it alongside a medical form (if required for the child) and a payment agreement.

A copy of child's **birth certificate** must be submitted to confirm the child's identity.

***The above requirements must be completed before the child's place can be fully confirmed.***

### **Booking and agreeing attendance dates**

Once the child has been accepted into the After School Club or Holiday Play Scheme it is essential to notify the Play Project in advance of the dates that the child will be attending.

Children will not be able to attend if their place has not been booked in advance. For example, if a child's collection from school and attendance of the After School Club has not been booked, they will remain in the care of the school.

### **Waiting list**

In the event of all After School Club or Holiday Play Scheme places being filled, a waiting list system is in place. To ensure that admissions are offered on a fair and transparent basis, the following procedure will apply to the management of waiting lists:

If, when enquiring about available places, a parent/carer is informed there are no current vacancies, the Play Project waiting list system will be explained. Should the parent/carer wish to join the waiting list they will be asked to complete and forward their Registration Form to the Play Project Manager, after which their details will be added to the waiting list.

The waiting list will be administered on a *first-come-first-served* basis. The parent/carer will be advised of the likely waiting period before a suitable place becomes available. This information will only be an estimate and will not constitute a binding guarantee from the Play Project.

If a space becomes available, the Play Project Manager will contact the parent/carer at the top of the waiting list. If the parent/carer concerned no longer wishes to accept a place, the parent/carer of the next suitable child on the list will be contacted.

### **Fee structure**

The Play Project's fee structure is as follows at December 2021:

### After School Club

Standard rate £10.00 per child per session  
Sibling rate £9.00 per child per session  
SEN rate £7.50 per child per session  
Discounted rate £7.50 per child per session\*

### Holiday Play Scheme

Standard rate £20.00 per child per day  
Sibling rate £18.00 per child per day  
SEN rate £16.00 per child per day  
Discounted rate £12.50 per child per day\*  
Non-Islington Resident rate £25.00 per child per day

Play Project places are prioritised for Islington residents. Non-Islington residents may enrol their child on the Holiday Play Scheme if places are available.

\*A discounted rate is available for families on low incomes or with exceptional circumstances. Conditions apply and parents/carers must speak directly to the Play Project Manager if they wish to request a discounted rate.

### Payment of fees

Parents/carers will be invoiced on a monthly basis (in arrears) for After School Club fees, and/or at the end of each Holiday Play Scheme period. Invoices must be settled within one month of the issue date.

Parents/carers may make arrangements to pay fees in advance by speaking with the Play Project Manager.

Fees are payable to Hilldrop Area Community Association (HACA)  
CAF ACCOUNT 0002 9670  
Sort Code 40-52-40

As an Ofsted Childcare Registered Out of School Service, we accept childcare vouchers and encourage and support eligible parents/carers to claim the childcare element of the Working Tax Credit.

### Late collection and charges

If parents/carers are late collecting their children from the After School Club or the Holiday Play Schemes, the following charges will apply:

£0.50p per minute during the first half hour of late pick up.  
£5.00 for each further minute after the first half hour of late pick up.

Late collection charges will either be added to the monthly fees invoice, or a separate invoice will be issued.

If parents/carers have any queries regarding the fees policy, they are encouraged to speak to the Play Project Manager or a member of the team.

### **Unpaid fees**

If a parent/carer has any outstanding fees these will need to be settled, or an arrangement made to settle them, before any further bookings will be taken. Parents/carers who are having difficulty paying fees are strongly advised to contact the Play Project Manager immediately to avoid jeopardising their child's place with the service.

If fees are not paid on time, the parent/carer will receive an email reminder from the Centre Administrator in the first instance. If they remain unpaid the Play Project Manager will contact the parent/carer to arrange settlement at the earliest possible opportunity.

Where fees are paid persistently late or not at all and with no explanation, the matter will be raised with senior management who will investigate and discuss payment options with the parent/carer.

If fees remain unpaid Hilldrop Area Community Association will issue a formal warning to the parent/carer and inform them that failure to resolve the issue satisfactorily will result in their child's place in the service being terminated. If there is no resolution it may be necessary to terminate the child's place with immediate effect. A notice period of no more than one week may be requested in the event of a child's place being terminated, the granting of which is at the Play Project Manager's discretion.

Hilldrop Area Community Association reserve the right to instigate legal proceedings over unpaid fees.

### **Contact details**

Play Project Manager: Iola Isaac      email: [iola@hilldrop.org.uk](mailto:iola@hilldrop.org.uk)

Play Project telephone number:      0207 700 1871

Web page: [www.hilldrop.org.uk/play-project](http://www.hilldrop.org.uk/play-project)

Please note that during term-time calls are picked up after 3pm Monday-Friday