



## Holbeach Primary School – Summer Camp

### Admissions and Fees Policy

Holbeach Primary School Summer Camp currently has space to provide care for up to 40 children between the ages of 4 and 11 (Reception to Year 6) each day.

Places are offered on a first-come first-served basis, although the individual needs of children will be taken into consideration. When all places have been filled, a waiting list will be established.

#### Registration

When an enquiry regarding places is made, parents or carers will be asked to complete an application form and will be given information regarding availability of places

Once a place has been offered, the parents/carers will receive copies of the following documents:

- The Summer Camp's Mission Statement
- Admissions and Fees policy
- Behaviour Management policy
- Uncollected Children policy
- Summer Camp Contract, Terms and Conditions

The child will be able to attend the Summer Camp on the days stated in the offer as soon as the completed forms are received.

If no places are available, the parent/carer will be informed and the child's name added to the waiting list. If a place becomes available parents/carers will be informed.

#### Booking procedure

1. Parents must complete the necessary paperwork before their children can attend the club.
2. All bookings are paid for in advance and this is non-refundable.
3. Changes to bookings are to be agreed with the Wrap-Around co-ordinators and paid for in advance of the session.

#### Fee structure

Fees are charged at £35 per day or £150 for a complete week (within the same week).

Payment terms are as below:

- **Fees are payable in advance**
- Fees can only be paid via Parent Pay
- **Fees are charged for booked sessions whether the child attends or not**
- If a child is collected late, there is a charge of £5.00 for the first 15 minutes, and £1.00 per minute for each minute thereafter. Any late collection fees will be added to the account for payment and must be paid within one week.

**Payment of fees**

All payments are due by Tuesday 30<sup>th</sup> June 2026, otherwise your child's Summer Camp place will be withdrawn.

<b>This policy was adopted by:</b> Holbeach Primary School Summer Camp	<b>Date:</b> January 2026
<b>To be reviewed:</b> September 2026	<b>Signed:</b> 

Written in accordance with the Statutory Framework for the Early Years Foundation Stage (2017):  
Safeguarding and Welfare Requirements: Information and records [3.68-3.75]