

# Happy Mojos Ltd

## Admission & Fees Policy

### Terms & Conditions

Happy Mojos Ltd which provides extended care and holiday time childcare provision for up to 40 children between the ages of 5 and 11.

Places are offered on a first-come first-served basis.

#### Registration

When an enquiry regarding places is made, parents or carers will be given all the relevant Club information, including:

- All parents / carers must complete our Registration Form before a child can be accepted at any of our Clubs. Registration must be done directly on our website <https://happymoios.childcare-online-booking.co.uk>
- Details of the **Admissions and Fees** Policy & the **Privacy Notice** can be found on the booking platform
- Additional documents including: Medical, Health & Allergy Management plan
- Upon request, they will also receive the **Behaviour Management** Policy and **Complaints** Policy
- By registering, the parent / carer gives The Clubs permission to take your child/children off site – this may be for the purpose of, but not limited to, a walking bus or organised trip.
- The Club will be notified on the online booking system when updates occur.

Once the booking process is complete, forms received and payment confirmed, we will confirm via email.

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

#### Booking Procedure

Parents must complete the necessary paperwork, and payment must also have been made to secure bookings. If payment has not been made, there is no guarantee of a place. Once the bookings are filled and if payment has not been made, then Happy Mojos admin reserves the right to remove your booking request.

## **Cancellations and non attendance**

If you need to cancel at anytime, we will refund you the fee less 10% for our administration costs. However, If you need to cancel up to 14 days before the booking, you will receive a 50% credit back into the registered booking account. If your cancellation is requested less than 7 days prior to the booking 25% will be credited back to the registered booking account. Unattended bookings will not be refunded.

Single Bubble Club after school club sessions are non-refundable.

## **Fee Structure**

### **Mini Mojos Holiday Club**

Fees are charged at £27 per day running 9am – 3pm

For extended hours, 3pm – 4pm, 4-5pm, where applicable, an extra fee of £5.00 per hour will be charged to cover staffing. Please also book this in advance.

### **Bubble Club After School Club**

Fees are charged at £5 per session, the whole block must be paid for before the block begins.

- Fees are payable in advance. Please note, your child's place will not be secured until payment is made.
- Fees can be paid by BACS electronic transfer, Childcare Vouchers or Tax Free Childcare
- There is a charge of £5 per 5 minutes for late collection, which will be added to the next invoice
- Happy Mojos Ltd will credit all fees charged if the club is forced to close due to unforeseen circumstances.

## **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 Min, the manager, at the earliest opportunity [min@happymoios.co.uk](mailto:min@happymoios.co.uk)

Any queries regarding fees should be directed to the manager.

## **Responsibility for Attendance**

- It is the parent / carer's responsibility to ensure that their child / children arrive on time and are signed in accordingly.
- It is the parent / carer's responsibility to ensure that their child / children are aware that they will be attending any of our Clubs.
- It is the parent / carer's responsibility to notify the club of any late changes made to their child / children's club

*Happy Mojos Ltd (14120350)*

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attendance on that day.

### **Responsibility for Payment**

- The responsibility for payment of all fees, charges and penalties lies at all times with the person who has made the booking.

### **Legal: Waivers, Exclusions and Jurisdiction**

- These terms and conditions are governed by English law and subject to the jurisdiction of the courts of England and Wales.
- Happy Mojos Ltd shall not be liable for any direct or indirect loss suffered by parents / carers as a result of club closures under the terms of the agreement, including but not limited to loss of profits, increased costs or expenses or wasted expenditure.

This policy was adopted by: Happy Mojos Ltd	Date: 12/1/24
To be reviewed: 12/1/25	Signed: MRobertson