

South Cave Kids Club

Admissions and Fees Policy

South Cave Kids Club is registered with Ofsted; our registration number is **314719**. We provide care for children between the ages of **4 Years** and **14 Years**, primarily serving the children of **South Cave CE Primary School**. Children who are aged **4 years** and who will be commencing full time education at the beginning of the following term will only be able to attend the club at the discretion of the management committee.

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
3. Children of South Cave CE Primary School
4. Children living in the area attending other schools (school holidays only)
5. Sibling of children who live in the area attending other schools (school holidays only)

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
- **Behaviour Management** policy
- **Complaints** policy
- **Club Handbook**

If a place is available, the parents and child will be invited to visit the club for an induction. The child will only be able to attend the Club once the completed forms are received and checked.

If no places are available the parent will be informed and the child's name will be added to the waiting list. As soon as suitable places become available parents will be informed.

Booking procedure

Parents must complete the necessary paperwork, i.e. contract, registration, medical, booking and photo permission forms, before their child or 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 places, **4 Weeks'** notice is required in writing or by email.

- **Extra bookings (Ad-hoc):**

We will accept ad-hoc bookings as long as there are places available. If an ad-hoc place 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.

Fee structure

Fees are charged at the rates included on the **Fee Schedule** attached to this policy.

The Club recognises that childcare can be costly, so we encourage eligible parents or carers to claim the childcare element of Universal Credit. We are also registered to the Tax-Free childcare scheme.

- Fees are payable monthly in advance
- Fees can be paid by voucher, electronic transfer or direct debit
- There is a charge of £10.00 for any late collections after 6:00pm, these will be added to the next invoice
- The club charges an annual registration fee of £10 per child per academic year or per year starting from the first session if child attends only in the Holidays.
- Fees are charged for booked sessions whether the child attends or not unless notice the period is met
- We offer a discount for siblings

Most childcare voucher schemes are accepted, the club should be informed about the voucher scheme you wish to use before making bookings.

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 Club will contact the parents or carers to discuss payment options. The Club 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.

Invoices are issued **2 weeks** prior to the start of each calendar month via electronic mail (email), invoices contain sessions for that calendar month or any payments remaining for previous bookings. Payments are due on the **1st** of each calendar month, if no payment is made by **5th** a payment reminder will be sent out to the billing contact, if no payment is made by the **12th** any future bookings will be cancelled and account closed, any future bookings require any remaining debt paid in full and a renewal of the annual registration fee of **£10**.

Refunds and Cancellation

Refunds are made by the club when we are in error (e.g. wrong day booked or end date not added to bookings when asked for with required notice) or on a case-by-case basis when brought to the attention of the clubs manager.

Cancellations of permanent or Holiday Club bookings require **4 weeks'** notice, exceptional circumstances will be considered by the manager. Term Time **ad-hoc** bookings require a minimum of **48 hours'** notice.

This policy was adopted by South Cave Kids Club	Date: 01/02/2024
To be reviewed:	Signed:

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2024): Safeguarding and Welfare Requirements: Information and record keeping [3.78], Information for Parents and Carers [3.83]*