Stortford KidsOut (Birchanger)
Admissions and Fees Policy

Stortford KidsOut is registered with Ofsted; our registration number is EY537294. We provide care for 20 children between the ages of 4 and 12 years, serving the children of Birchanger C of E Primary School.

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 attending Birchanger C of E Primary School
3. Other Children of Birchanger C of E Primary School

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, terms & conditions, booking 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 be able to attend the Club as soon as the completed forms are received.

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

Booking procedure

Parents must complete the necessary forms including registration, medical and booking forms, before their child/ren 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 the place altogether, one full calendar month's notice in writing (email) is required.

- **Temporary booking**:

  We will accept temporary or occasional bookings as long as there are places available. If a temporary place has been booked and is no longer required, the club leader / owner must be given minimum 48 hours notice. If notice is not given, the place will still be charged.

Fee structure

The Club recognises that childcare can be costly, so we encourage eligible parents or carers to use the government Tax Free Childcare service. We are also registered to accept a number of childcare vouchers.

- Fees are payable monthly in advance
- Fees can be paid by electronic bank transfer, cash, card payment or child care vouchers

- There is a charge of £5 for up to every 15 minutes for late collection of children, which will be added to the next invoice

- The club charges an annual registration/membership fee of £20 per family; two Terms £15 and one Term £10

- Fees are charged for booked sessions whether the child attends or not

- We offer a separate tariff discount for siblings (eldest child)

- We offer discounted rates for full week sessions

- Ad Hoc sessions are charged at a higher rate

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 Linda Davies at the earliest opportunity. Any queries regarding fees should be directed to Linda Davies.

If fees are not paid, the Club will email 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 Club Leader as soon as possible.

Where there is no explanation for repeated late payment, Linda Davies will contact the parents or carers to discuss payment options. She may issue advice 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.

This policy was adopted by Stortford KidsOut	Date: JUNE 2023
To be reviewed: July 2024	Signed: Linda Davies

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2021): Safeguarding and Welfare Requirements: Information and records [3.69-3.74]*