

Admissions and Fees Policy

The Kidz Lounge is registered with Ofsted; our registration number is EY2695277. We provide care for 60 children between the ages of 4 and 11, primarily serving the children of Westfield Infants School and Old Hall Junior 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
3. Children of Westfield Infant School
4. Children of Old Hall School
5. Children who live in the area attending other schools

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
- Booking system link to register where you will need to register your child/ren with us. This will include contact details for yourself and 3 emergency contacts, medical information about the child, permissions and consents, privacy notice and our terms and conditions.
- **Behaviour Management** policy
- **Complaints** policy
- **Club Handbook**

If a place is available, the parents and child will be invited to visit the club for a look around and to meet some of the staff. The child will be able to attend the Club as soon as your child/ren are registered with us and either a contract is requested or an adhoc booking is booked and paid for.

If no places are available, the parent will be informed 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 registration process using our on-line booking system before their children can attend the club. This is for both contract and Ad-hoc bookings.

- **Contract Booking:** 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 month's notice in writing is required and will be from the date the letter is received either via email or letter. If you are altering your contracted hours/session a months' notice may also be required. **Please also note that we are unable to swap days/sessions even if your child is for whatever reason unable to attend their booked session.**
- **Ad-hoc Bookings:**
Once you have registered your child with us we will accept ad-hoc bookings as long as there are places available. Ad-hoc bookings must be paid for at the time of booking and are non-refundable.

Fee structure

CONTRACT BOOKINGS:

£5 Before School including breakfast

£11 After school including snack

AD-HOC BOOKINGS

£5.50 Before school including breakfast

£12 After school including snack

The Club recognises that childcare can be costly, so we encourage eligible parents or carers to claim the childcare element of the Working Tax Credit/Universal Credit. We are also registered to accept childcare vouchers and with the Tax-Free Childcare scheme. Please speak with Jo or Nicky if you are wanting to pay via childcare vouchers as we would need time to register new voucher schemes. Bank transfer may temporarily be needed until the registration process is complete.

- Fees are payable monthly in advance by the 6th of the month. (Please ensure that if you are paying using childcare vouchers that you send the payment 4 days prior for payment to be cleared before the invoice payment date.) Failure to pay by the date stated on the invoice will mean you will incur a **£25 late payment fee** which will automatically be added to your next invoice. (Unless previously discussed and agreed with Nicky or Jo)
- Fees can be paid by electronic transfer or childcare vouchers. We will NOT be accepting any cash or cheques.
- There is a charge of £10 per 15 mins for late collection, which will be added to the next invoice
- Fees are charged for booked sessions whether the child attends or not

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 managers. (Nicky or Jo)

If fees are not paid, the Club will contact 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. Failure to pay before the deadline shown on the invoice with no reason or discussion will result in a **£25 late payment charge** being added on to your next invoice.

Where there is no explanation for repeated late payment, the manager will contact the parents or carers to discuss payment options. The manager 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.

Written in accordance with the statutory framework for the Early Years Foundation Stage (2021): Safeguarding and Welfare Requirements: Information and records [3.67-3.77]