



## Kool Kids Club

### Admissions, Fees and Cancellations

#### Policy Statement

Kool Kids Club is registered with Ofsted; our registration number is EY434104. We provide care for children between the ages of 3 and 14, primarily serving the children of Clifton With Rawcliffe Primary School. 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 the Tax-Free Childcare scheme.

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:

- Siblings of children already attending the club
- Those requiring the greatest number of sessions/hours per week
- Children living in the area attending other schools
- Siblings of 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, Fees and Cancellation** policy
- Registration form, medical form, parent/carer contract, booking form, privacy notice, photo permission form and policies included in the welcome pack
- Information about how to claim childcare vouchers and/or the tax-free childcare scheme



If a place is available, the parents and child will be invited to visit the club for a taster session.

The child will be able to attend the club 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. As soon as suitable places become available parents/carers will be informed.

### **Booking Procedure**

Parents/carers must complete the necessary paperwork, i.e. contract, registration, medical, privacy notice, booking and photo permission forms, before their children can attend the club. Parents/carers can book a childcare place on a permanent basis or they may book a casual childcare place.

### **Special Educational Needs and Disability (SEND)**

Reasonable adjustments will be made in line with the Equality Act 2010 for children attending the club with SEND. Parents/carers should include this information when completing the booking procedures and a meeting can be arranged to discuss requirements in more detail.

The club will require all relevant documents in relation to children with special educational needs including updates.

### **Cancellation of a Permanent Place**

Once booked, if a child does not attend the session for any reason including sickness, you will still be charged. If you wish to cancel the place altogether, one month's notice in writing must be submitted to the club's Manager.

### **Casual Bookings**

We will accept casual bookings if there are places available. If a place has been booked and is no longer required, you must give the club 48 hours' notice. If notice is not given, the place will be charged for.



## Fee Structure

Breakfast Club - £5.50

After School Club - £10.75

Holiday Club – Full Day £30.00

- Fees are payable weekly/monthly or termly in advance
- Holiday Club fees must be paid in advance
- Holiday Club requires a 2 weeks' notice period for cancellation of bookings
- Fees can be paid by cheque, electronic transfer, childcare vouchers, cash or standing order
- Statements are sent out monthly by e-mail and detail the sessions booked and payments received
- There is a charge of £10 per 15 mins, per child for any late collections
- **Fees are charged for booked sessions whether the child attends or not unless cancelled within the timescales set out above**

## 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 club's Manager at the earliest opportunity. Kool Kids Club seeks to avoid parents/carers falling into arrears with their childcare costs. Any queries regarding fees should be directed to the Manager. If fees are not paid, the club will write to the parent/carer. If the parents/carers are having difficulty making payments on time we recommend that they arrange a meeting with the club's Manager within 7 days of receiving their statement/invoice, where it is shown that the parent/carer are in arrears.

Where there is no explanation for repeated late payments, the Manager will contact the parents/carers to discuss payment options. The Manager will contact the parent/carer advising them that continued late payments will result in their child's place at the club being withdrawn. Under exceptional circumstances, the Manager has the discretion to allow the child to continue attending the club for the remainder of that week.

If the fees continue to be unpaid after all the above options have been explored, the club will cancel the child's place until full payment is made. This will be confirmed in writing to the parent/carer.



Under some circumstances, the Board of Trustees may feel it necessary to refer deficits to HM Courts and Tribunals Service and make a Money Claim. If a court claim must be taken against the parent/carer due to non-payment, an interest rate of £2 per day up to the day of judgment will be charged. All court fees will be added to the parent/carer's account and invoiced immediately.

### **Covid 19**

#### **We do not offer refunds/credits for**

- Child sickness
- Parent/carer sickness
- Child COVID-19 diagnosis/self-isolation
- Parent/carer COVID-19 diagnosis/self-isolation
- Group COVID-19 closure/self-isolation (due to child/staff/parent/carer/school staff)
- School closure (any reason inc. COVID-19)

#### **We do credit for**

- Enforced local/UK lockdown (COVID-19)
- By order of Government, Local Authority or Environmental Health

This policy was adopted at a meeting of	Kool Kids Club
Held in:	February 2023
To be reviewed in:	February 2024
Signed on behalf of the setting:	
Name of Signatory:	
Role of Signatory:	Manager                      Deputy Manager



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]*