

Stortford KidsOut (Summercroft)

Admissions and Fees Policy 2026

Stortford KidsOut is registered with Ofsted; our registration number is EY272103. We provide care for 96 children between the ages of 4 and 12 years, exclusively serving the children of Summercroft Primary School.

New Parents

We do not offer direct entry into the club for new parents with a child in Summercroft Nursery class. Nursery places are only available to parents who have an older child already attending.

Places are offered on a first-come first-served basis using the following order of priority:

1. The order of applying
2. Greatest number of sessions that can be fulfilled

NB. Please note, requests for single days/sessions will be mapped into our availability once all places that can be allocated have been allocated. This will delay confirmation of booking.

A waiting list will be established and parents notified of their position

Enrolment (throughout the year)

Following an enquiry, information regarding availability of places will be explained.

When a booking can be offered the following Club information will be sent:

Details of the **Admissions and Fees** policy

Terms & Conditions

Behaviour Management policy

Complaints policy

Club Handbook

Confirmation of places will be sent via email from justforparents@stortfordkidsout.co.uk this is our dedicated email address for parents only. Arrangements will be made for Key Stage 1 children to be offered a free induction session.

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

Booking procedure

Parents must complete the necessary forms including enrolment, 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 the place. If you wish to cancel the place, one calendar months' notice in writing is required. Please refer to your Agreement / **Terms & Conditions** for further details.

- **Temporary booking:** We will accept temporary or emergency bookings if there are places available. If a temporary 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 remain chargeable.

Existing Parents

All existing parents have a window of exclusivity before bookings are opened out to new parents. We only require a completed booking form - an updated Medical Form is only required if changes need reporting to us.

The booking period opens every year on the 1st Monday in June, notification is via email. Younger children joining for the first time should be added to the form. Parents are guaranteed existing bookings only.

We will begin allocating additional session requests from existing parents after the guaranteed 5 working day period has ended.

To help us assess fairness, we will use the following criteria:

1. The greater number of sessions required, e.g. 2 children, 3 BC & ASC sessions = 12 sessions
2. The greater number of sessions 'held as waiting' for current year that could not be fulfilled (where relevant)
3. The earliest time / date order for receiving a completed booking form where the booking could not be fulfilled last year

Nursery Children

We accept booking requests for children attending a nursery based in the host schools from **existing parents** only. These children have a n older sibling already attending the club. Nursery children **must be 4 years old** – see starting periods below

	4th Birthday	Start date
Autumn Term	August / September – October HT	September
	November – December	After October HT
Spring Term	January – February HT	January
	March	After February HT
Summer Term	April to May HT	April
	June – July	After May HT

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 several childcare vouchers.

- Fees are payable monthly in advance
- Fees can be paid by electronic bank transfer, cash to the Club Leader, card payment or childcare vouchers
- There is a charge of £5 / up to 15 mins for late collection of children, which will be added to the next invoice
- The club charges an annual enrolment/membership fee of £20 per family

- 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 time 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. All fee / invoice issues should only be directed to Linda Davies.

If fees are not paid on time, we will send a reminder email along with a statement of account. If you are having difficulty making the payment on time, we recommend that you email Linda Davies to offer a regular payment plan for any outstanding amount.


Where there is no explanation for repeated late payment, Linda Davies will contact the parent/carers; persistent late payment may lead to the withdrawal of a child's place.

If the fees remain unpaid after all the above options have been explored, we will cancel the child's place at the end of term, and the place will be offered to another parent on the active waiting list.

Please refer to our **Parent Agreement** (Terms & Conditions) for detailed information on late payment charges and fees

Breakdown of Total Places

Year Group	Total Places	Minimum Staff Numbers
Nursery / Reception	16	2 x Qualified in Early Years L3
Years 1 & 2	32	4 x Qualified in Early Years L2/3
Years 3, 4, 5, 6	48	3 x Playworkers, TA's or Support Workers

This policy was adopted by Stortford KidsOut	Date: 27 May 2026
To be reviewed: May 2027	Signed: 

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2024): Safeguarding and Welfare Requirements: Information and records [3.69-3.74]*