Stortford KidsOut (Birchanger)

Admissions and Fees Policy 2025

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, exclusively serving the children of Birchanger C of E Primary School.

New Parents

We do not offer direct entry into the club for new parents with a child in Birchanger Butterflies Preschool. Places for children attending Butterflies are only available to parents who have an older child already attending the club. (see Existing Parents pge.2)

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. Those requiring the greatest number of sessions/hours per week
2. The order of applying

Enrolment

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

When a booking can be offered the following Club information will be sent with a link to complete 3 forms: Enrolment, Medical and Booking Form

Details of the **Admissions and Fees** policy
Terms & Conditions - Parent Agreement
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 EYFS & Key Stage 1 children to be offered a free induction session.

If a place cannot be offered, 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 altogether, 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 as long as there are places available. If a temporary place has been booked and is no longer required 48

hours' notice will be required. If notice is not given, the place will remain chargeable.

Existing Parents

All existing parents have a 14 day 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.

Existing Parents

We will accept booking requests for Butterflies Preschool from existing parents with an older child already attending the club. Children must be 4 years old to attend – see starting periods below

	4th Birthday	Start date
Autumn Term	September – October HT November – December	September After October HT
Spring Term	January – February HT March	January After February HT
Summer Term	April to May HT June – August	April 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 a number of childcare vouchers.

- Fees are payable monthly in advance
- Fees can be paid by electronic bank transfer, cash to the Club Leader, card payment or child care 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 BC & ASC bookings (min. 3 days required)
- Ad Hoc sessions are charged at a higher rate
- Emergency bookings (no more than 48 hours in advance) are charged at the regular 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** for detailed information on late payment charges

Change in booking procedure for Existing Parent/Carers

Existing bookings will only be GUARANTEED for 7 days into the 14 day window of exclusivity. If your booking remains the same, you will receive confirmation of the place within 24-48 hours of receipt.

We will begin allocating additional session requests from existing parents after the guaranteed period ends. Notifications will be sent via email as soon as the extra sessions can be allocated.

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

Total Places

Year Group	Total Places	
Under 8's	8	2 staff - Qualified Early Years L3
Over 8's	12	

This policy was adopted by Stortford KidsOut	Date: 27 May 2025
To be reviewed: May 2026	Signed: LADavies

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]*