

# Stortford KidsOut (Summercroft)

## Admissions and Fees Policy

Stortford KidsOut is registered with Ofsted; our registration number is EY272103. We provide care for 50 children between the ages of 4 and 12 years, exclusively serving the children of Summercroft 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 Summercroft Primary School
3. Other Children of Summercroft 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 informed and the child's name added to the waiting list. As soon as suitable places become available parents will be notified.

### 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, 6 weeks' notice in writing 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 must be given 48 hours notice. If notice is not given, the place will still be charged for.

### 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 / 30 mins for late collection, which will be added to the next invoice

- The club charges an annual registration/membership fee of £20 per family; this reduces to £15 for Spring and Summer Terms; for the Summer Term only a charge of £10 is payable.
- 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. 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 and offered to another parent on the active waiting list.

This policy was adopted by Stortford KidsOut	Date: June 2022
To be reviewed: August 2023	Signed: Linda Davies