

# Stortford KidsOut (Birchanger)

## Admissions and Fees Policy 2026

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

### **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](mailto: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 if 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

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

**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 2026
To be reviewed: May 2027	Signed: <i>L Davies</i>

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]*