



Lord Scudamore Kids Club Admissions and Fees Policy

April 2021

Admissions and Fees

Lord Scudamore Kids Club is committed to providing a fair and open admission system that offers a competitively priced and good value service.

Admissions

If a suitable place is available the parent/carer and child, where possible, will be invited to visit Kids Club and speak to the staff.

Early Years

Children aged 3-5years will be assigned a key worker and parents will be informed of their Key Worker.

Parent/Carers will be required to fill out a registration form and subsequently book your child's/children's sessions online.

Once completed and payment has been made in advance to secure child/children's place, they will then be able to attend kids club.

Waiting List

To ensure that admissions to Kids Club are offered on a fair and transparent basis, the following procedure will apply to the management of waiting lists:

If, on making an enquiry about a place for their child, a parent/carer is informed that there is not currently one available Kids Club's waiting list procedure will be explained and then activated on the parent/carer's behalf.

The waiting list will be arranged on a first come first serve basis. Kids Club will advise the parent/carer of how long they are likely to have to wait before a suitable place becomes available. This information will only be an estimate and will not constitute a binding guarantee from Kids Club.

When a vacancy at Kids Club becomes available, a Manager will contact the parent/carer whose child is suitable for the place and is highest up on the waiting list.

If that parent/carer still wishes to take up the place for their child, they will be asked to complete a booking form. If the parent/carer concerned no longer wishes to take up a place, the parent/carer of the next child on the waiting list will be contacted.

Fees

The level of fees will be set by the Board and reviewed annually in the light of Kids Club's financial position, its future strategic plans and any other broader economic or social considerations deemed relevant.

Payment of fees must be paid in advance when booking in online. When paying by cash or cheque to a member of staff parents/carers will be issued with a receipt on the day, however we encourage online payments. Individual payment plans will be negotiated between the Manager/s and parents/carers.

Parents/carers are encouraged to speak to one of the Managers if they have any query about the fees policy, or if for any reason, they are likely to have difficulty in making a payment on time. Failure to do this could jeopardise your child's place. Individual payment plans will be negotiated between the Manager/s and parents/carers as a last resort.

Lord Scudamore Kids Club will be sympathetic to requests for weekly/monthly payments. Parents/carers wishing to negotiate this, should arrange a meeting with the Manager at the earliest possible opportunity.

If payment is in arrears, Kids Club will notify the parent/carer in writing and request payment at the earliest possible opportunity.

The Manager has the right to inform the parent/carer that continued non-payment or arrears will result in their child's place at Kids Club being forfeited.

Under exceptional circumstances, the Manager/s may agree to allow the child to continue attending Kids Club for the remainder of that week and a payment plan will be negotiated between, Manager/s and parents/carers.

Cancellations

Cancellations must be made at least 48 hours in advance; if they are not, full payment of the session will be charged. Sessions cancelled within 48hrs will not be charged and a credit will be made to your account however please note that Holiday Club cancellations will be charged at £15 per child per session and trip days will incur a full charge to cover; travel cost, admissions, staff etc.

There will be a fee of £1.50 for children attending extra-curricular clubs (instead of their usual kids club place) to ensure we can provide the correct ratios when children finish clubs.

Late collections

There will be a charge for a child/children being collected late i.e. After 5:30 PM

The charges will be per child and charged as follows: between 5:30 and 5.45pm £5 per child,

After 5.45pm £10 per child and must be paid within 2 working days. This is to cover the cost of staff staying on.

Waiting List

Name of Child	Contact Details	Class