**KNIGHTWOOD KIDS CLUB**

 **OFSTED REGISTRATION NUMBER 110551**

 **CHARITY NUMBER 1081876 – KIDS CLUB NETWORK 4734**

 **C/O KNIGHTWOOD PRIMARY SCHOOL, BELLFLOWER WAY,**

 **CHANDLERS ROD, HAMPSHIRE, SO53 4HW**

 **ADMISSIONS & FEES**

**KKC is committed to providing a fair and open admission system that offers a competitively priced and good value service. As a provider of registered childcare, we both encourage and actively support eligible parents/carers claiming and taking up the childcare element of the Working Tax Credit.**

**ADMISSIONS**

**When a parent/carer contacts the club enquiring about a place for their child or children, they will be given all the relevant information they require including details of the Admissions and Fees Policy, and informed whether there is currently a place available for their child or children.**

**If a suitable place is available the parent/carer, and where possible, the child/children, will be invited to visit the club and speak to members of staff. If the Parent/Carer agrees to abide by all the terms and conditions of admission, including the level of fees and arrangements for payment their child/children will be able to attend.**

**Parents/carers will also be encouraged to complete and sign the Emergency Medical Treatment Form (in the Registration Pack).**

**Once the admission is secure, the Manager, or designated member of staff, will contact the parent/carer concerned to arrange a date for the child’s/children’s first session at the club. At this stage the Settling In Policy will come into operation.**

**WAITING LIST**

**To ensure that admissions to the 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/children, a parent/carer is informed that there is not currently a suitable one available, the club’s waiting list procedure will be explained, then activated on the parents/carers behalf.**

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* **The waiting list will be kept and used on a “first come, first served basis”. The club will advise the parent/carer of how long they are likely to have to wait for before a suitable place becomes available if they are able. This information will only be an estimate and will not constitute a binding guarantee from the club.**
* **When a vacancy at the club becomes available, the 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/children, they will be asked to complete the Registration Form and follow the remaining steps for the Admissions Procedure outlined above.**
* **If the parent/carer concerned no longer wishes to take up the place, they will either be taken off the waiting list or put to the bottom of the waiting list depending on what the parent requires the club to do. The parent/carer of the next suitable child on the list will be contacted.**
* **The club will give priority to applicants on the following basis:**
1. **Looked after children or children who were previously looked after.**
2. **Siblings of children who already use the club.**
3. **Existing users who require a greater number of sessions.**
4. **children of staff.**
5. **If there is only one space available these will be offered to parents/carers with only one child, as if they have two children or more we are unable to offer places unless there is more than one space available on the days they require.**
6. **All other applicants will be treated on a “first come, first served” basis and a waiting list will be maintained by the Manager, as set out in the admissions and Fees Policy.**

**FEES**

**KKC understands that the cost of registered childcare may seem expensive for a parent/carer. However, providing high quality, safe and stimulating service for children is not cheap and to ensure the continued high standards and sustainability of the club, it must ask that parents/carers respect its policy in respect of fees.**

* **The level of fees will be set by the Committee and reviewed annually in the light of the club’s financial position, its future strategic plans and any other broader economic or social considerations deemed relevant.**
* **Payment of fees should be paid by the date requested on the invoice.**
* **Fees can be paid by BACS-DIRECT DEBIT-CHILDCARE VOUCHERS. The club is able to accept most childcare vouchers.**
* **If the fees are not paid on time, a late payment charge of £5.00 will be added to the following month’s invoice, and added every month until all outstanding fees are paid.**

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* **If parents/carers have a query regarding their invoices, they must pay the invoice and then ring our accounts department 01962 717498 as staff will not be able to assist them with this matter.**
* **Any agreed adjustments can then be deducted from the following month’s invoice. With holding payment will incur a late payment fee.**
* **Should payment difficulties arise due to exceptional circumstances, the Committee should be notified in writing as soon as possible to reach an agreement acceptable to both parties. Where a mutual agreement cannot be reached, the Committee will consider possible suspension or exclusion of the child/children from the club. The Treasurer can be contacted directly through the club to discuss any individual circumstances in confidence.**
* **Where outstanding monies are due, reminder letters will be sent and/or invoices will be amended to show the fees due. The Committee is under legal obligation to ensure that all fees are paid and that yearly accounts are submitted to the Charity Commission. Should non-payment persist, appropriate legal action will be considered to recover debts.**

**HOLIDAYS DURING TERM TIME**

* **Holidays are charged at half the daily rate, providing 2 weeks notice is given in writing. Parents/carers are allowed a maximum of 2 weeks in any school year.**
* **Ad-hoc cancellations where the child is not attending the club for personal reasons such as going to another child’s house for tea or a child/children is sick will be charged at the full amount.**
* **Inset days are not charged for.**
* **School residential trips will not be charged .**
* **Under exceptional circumstances, further leave will be considered by the Committee, but requests will need to made in writing detailing the situation, e.g. hospital admission or funeral.**

**CANCELLATION OR CHANGE OF SESSIONS**

**Should a parent/carer wish to reduce their sessions or cancel their child’s/children’s place, a month’s notice in writing is required but if their place/places can be fill immediately a month’s notice will not be required.**

**The Committee reserves the right to review and change these procedures and fees at ANYTIME.**

**FURTHER GUIDANCE**

* [**www.4children.org.uk**](http://www.4children.org.uk)

**POLICY START DATE ………………………………………………………… 1st September 2000**

**POLICY REVIEWED DATE …………………………………………………. 7th September 2015**

**Reviewed Date Sept 2016**

**Reviewed Date Sept 2018**

**Reviewed Date Oct 2019 Julie Dellow (Manager)**

**Reviewed Date Jan 2024 Julie Kimber (Manager)**