

Cadley Kids Club **Admissions and Fees Policy**

Cadley Kids Club is registered with Ofsted; our registration number is 309654. We provide care for up to 50 children per session between the ages of 4 and 11, serving only the children of Fulwood & Cadley 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. Next on the waiting list.

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, parent contract, booking form, privacy notice, photo permission 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 informed.

Booking procedure

Parents must complete the necessary paperwork, ie contract, registration, medical, privacy notice, booking and photo permission forms, before their children 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, two weeks' notice in writing is required.

Fee structure

Fees are charged at £4.50 per session for Breakfast Club and £8.00 per session at After School Club.

The Club recognises that childcare can be costly, so we encourage eligible parents or carers to claim the childcare element of the Working Tax Credit/Universal Credit. We are also registered to accept childcare vouchers.

- Fees are payable monthly in advance
- Fees can only be paid using ParentPay.
- There is a charge of £10.00 every 15 minutes late, per child.
- Fees are charged for booked places whether the child attends or not.
- The club accepts childcare vouchers.

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 the Business Manager at the earliest opportunity. Any queries regarding fees should be directed to the Business Manager.

If fees are not paid, the Club will write to 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 Business Manager as soon as possible.

Where there is no explanation for repeated late payment, the clubs Business Manager will contact the parents or carers to discuss payment options. The Business Manager may issue a formal warning 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.

This policy was adopted by Cadley Kids Club	Date: 22/02/23
Reviewed:	Date :22/10/25
To be reviewed: November 2026	Signed: Angela Jackson Catherine Horrocks

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2021): Safeguarding and Welfare Requirements: Information and records [3.67-3.77]*