



<b>Policy</b>	KIDS CLUB Admissions and Fees Policy
<b>Ratification date</b>	02/04/2025
<b>Last reviewed on</b>	April 2025
<b>Next review date</b>	April 2026
<b>Approval level</b>	Full Governing Body

## **Wheatfields Kids Club**

### **Admissions and Fees Policy**

**As an Ofsted Registered provider, we are able to accept the childcare element of the Working Tax Credit. Our Ofsted number is 131197**

Kids Club can accommodate up to 60 children. The club will accept children between the ages of 4 and 11 who are on roll at Wheatfields Primary School. In some circumstances, the club may be able to offer places to pupils of other local primary schools.

The Headteacher will always strive to provide places but there may be times when places are full and the club has a waiting list.

To contact Kids Club:

TELEPHONE: 01480 466919 (school switchboard), pick option 3

Kids Club mobile: 07949 012463

EMAIL: Kidsclub@wheatfields.cambs.sch.uk

### **Registration**

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

The child and their parent/carer 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, they will be asked to register themselves and their child(ren) on our online registration and booking system.

### **Booking Places**

If parents register they are agreeing to our Kids Club Terms and Conditions which must be read and agreed to online before they can go ahead to book online. Parents will be charged for all missed sessions after online registers close for booking. For term time, registers close on the Wednesday afternoon before the following week commencing Monday. For holidays, registers will close 7 days before each week of the holiday club begins.

It is vital that parents/carers notify Kids Club in advance about the places needed by booking online. Children who have not been booked in will not be able to attend Kids Club and will remain in the care of the school.

## **Fees**

Kids Club fee structure is as follows:

<b>TERM TIME</b>	<b>SCHOOL HOLIDAYS AND CLOSURE DAYS</b>
Morning Session 7.30 – 8.40am = £5.85  Breakfast (7.30-8.15am only) = £1.80  Afternoon Sessions  3.15 – 4.00pm = £4.90  3.15 – 5.00pm = £8.50  3.15 – 6.00pm = £12.20  Afternoon Tea = £2.50	Whole day 8.00am – 5.00pm = £33.00  Morning Session 8.00am – 12.15pm = £23.00  Afternoon Session 12.45 – 5.00pm = £23.00  Breakfast (8-9am only) = £1.80
<b>AFTER SCHOOL CLUB DISCOUNT:</b>  A discount of £1.00 will be given for each child attending an after school club or trip before entering Kids Club	N/A
<b>LATE COLLECTION CHARGES:</b> (5 minutes or more late)  For children booked from 3.15-4pm or 3.15-5pm, the following hour's charge will apply.  After closing time (6pm), which means staff have to work late, a charge of £10.00 per 30 minutes or part thereof will be made per child.	<b>LATE COLLECTION CHARGES:</b> (5 minutes or more late)  For children booked from 8am – 12.15pm, the full day's charge will apply.  After closing time (5pm), which means staff have to work late, a charge of £10.00 per 30 minutes or part thereof will be made per child.
<b>PARENT ONLINE REGISTRATION - OPTING OUT:</b>  You must still agree to the Kids Club Terms & Conditions and our fees table. If you choose to opt out of bookings using our online system, we will process them manually with completed registration and half-termly booking forms. This will incur an admin fee of £15.00 per booking form. Any amendments to your bookings after the form has been submitted, will incur an admin fee of £3.00 per amendment in addition to the session charge.	
<b>ADMIN FEES AFTER REGISTER CLOSES:</b>  As points 7a) and 7b) of our Terms & Conditions, if you miss the deadline to book and ask Kids Club to do this for you, or you change a day or add additional days, we will charge an additional admin fee of £3.00 per amendment in addition to the session charge.	

### **Additional Fees for late collection**

If a parent is late in collecting their child after 6pm (or 5pm for holidays) on more than two occasions within one half-term, a letter will be sent reminding them of the closing time of the club. If late collection continues, a second letter will be sent to inform parents that the child's place will be withdrawn for at least one calendar month.

### **Payment of Fees**

Parents are requested to pay for all bookings in advance. All payments are to be made through the online booking system. Parents can use childcare vouchers, including the government's tax free scheme or pay using debit or credit card.

The level of fees will be set by the School's Governing Body and reviewed annually. Parents/carers wishing to negotiate this or any other alterations to the standard fees policy should arrange a meeting with the Headteacher at the earliest possible opportunity.

If the fees are not paid on time, the club will notify the parent/carer in writing and request payment at the earliest possible opportunity.

Parents/carers are encouraged to speak to the School's Financial Administrator if they have any query about the fees policy. If, for any reason, parents are likely to have a difficulty in making a payment on time they are strongly advised to arrange a meeting with the School's Financial Administrator at the earliest possible opportunity, to avoid jeopardising their child's place at the club. Continued late payment may result in a formal warning being issued to the parent/carer. If all options have been explored and the fees are not paid the club may be forced to terminate the child's place and seek payment through the small claims court.