

## King's Kids



### Breakfast and After School Club

#### Admissions and Fees Policy

**King's Kids** is part of Christ the King RC Primary School Ofsted. We provide care for 30 Christ the King children between the ages of 3 and 11.

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. Those requiring the greatest number of sessions/hours per week

#### Registration

When an enquiry regarding places is made, parents or carers will be given all the relevant Club information, including:

- Details of the **Admissions and Fees** policy
- Registration form, medical form, parent contract, photo permission form
- **Behaviour Management** policy
- **Complaints** policy
- **Parents' Handbook**
- **All about me** booklet

These forms can be found on the school website for you to download.

#### Booking procedure

Parents must complete the necessary paperwork, ie contract, registration, medical, booking and photo permission forms, all about me booklet before their children can attend the Club.

There is a booking procedure through ParentPay. Please read the **Booking in procedure** form to guide you. The club works on pre-booking and pre-payment. Please book through Parent Pay to secure your child's place.

#### 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 a booking you have 48 hours to cancel through ParentPay using the calendar and your account will be credited.

#### Temporary booking:

ParentPay has a lock in system as registers are printed. We will accept temporary or occasional bookings as long as there are places available. If a temporary place has been booked and is no longer required, the Club must be given 48 hours'

notice. If notice is not given, the place will still be charged for. If you ring or e-mail to add on last minute as you have missed the two day lock in please add the money promptly or this will automatically cancel future bookings. You must not let your account incur an outstanding balance.

### **Fee structure**

Fees are charged at £3.50 Breakfast and £7.50 After School.

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.

Fees are payable in advance as notified via ParentPay.

Fees can be paid by using ParentPay.

A late payment fee of £10 per 15 minutes will be charged if you collect your child after the Club has closed.

Fees are charged for booked sessions whether the child attends or not.

### **Payment of fees**

Fees are reviewed annually. Any queries regarding fees should be directed to the 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 manager as soon as possible. Where there is no explanation for repeated late payment, the manager will contact the parents or carers to discuss payment options. The 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.

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2014)*:  
*Safeguarding and Welfare Requirements: Information and records [3.68-3.75]*