

King's Kids



Breakfast and After School Club

Admissions and Fees Policy

Kings Kids is part of Christ the King R.C. Primary School. We provide care for 30 children between the ages of 3 and 11, primarily serving the children of Christ the King R.C. 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. Those requiring the greatest number of sessions/hours per week
3. Children only of Christ the King R.C. Primary School

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, 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, booking and photo permission forms, before their children can attend the club.

All bookings must be made via ParentPay to ensure that a register is maintained.

This also assists in the management of numbers attending and staff provision.
PLEASE NOTE: Your child will only be allowed to attend if they are booked on through ParentPay.

If you wish to cancel a booking, 48 hours notice is required or you will still be charged.

Temporary booking:

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.

Fee structure

Fees are charged at:

Breakfast	£4.00
After School	£8.00

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.

Childcare Vouchers

If you wish to pay by childcare vouchers, please let the Manager know so arrangements can be made with the school office.

Late Fees

Staffing ratios must be maintained at all times. If a child is collected late, this can lead to staff needing to stay beyond the end of their normal working hours.

A late payment fee of £10.00 per 15 minutes will be charged if you collect your child after the Club has closed at 17.45pm

Payment of fees

All bookings must be paid for in advance. If your account is not up to date, the club will cancel the child's place until this is rectified.

Any queries regarding fees should be directed to the manager. If for some reason 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.

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]