

ADMISSIONS & FEES

Stepping Stones Kids Club is registered with Ofsted; our registration number is RP902978. We provide care for 40 children between the ages of 4 and 11, serving the children of Cononley Community 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. Families living within Cononley
3. 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:

- 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.

- **Contract booking:** Once booked, if a child does not attend for any reason, you will still be charged for this place. If you wish to cancel one of your contract booking sessions, 7 days' notice is required for a full refund.
- **Ad-hoc booking:** We will accept temporary or ad-hoc 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 7 days' notice. If notice is not given, the place will still be charged for.

Fee structure

Fees are shown on our website. The Club recognises that childcare can be costly, so we encourage eligible parents or carers to claim the childcare element of the Working Tax

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Credit/Universal Credit. We are also registered to accept a range of childcare vouchers and with the government Tax-Free Childcare scheme.

- Fees are payable monthly in advance.
- Fees can be paid by cheque, electronic transfer, childcare vouchers, cash or direct debit.
- There is a charge of £5 per 15 minutes for late collection of your child, which will be added to the next invoice.
- Fees are charged for booked sessions whether the child attends or not, unless 7 days' notice is provided.

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 manager at the earliest opportunity. 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.

This policy was adopted by: Stepping Stones Kids Club

Date: March 2023

To be reviewed: March 2024

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]