



Roosters Kids Club – Admissions and Fees Policy

Roosters Kids Club is registered with Ofsted; our registration number is EY556207. We provide care for 70 children between the ages of 3 – 12 years, primarily serving the children of Phoenix Infant & Priory Juniors 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 of Phoenix Infant & Priory Juniors School
4. Children living in the area attending other schools
5. Sibling of children who live in the area attending other schools

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 pack including permission forms, medical form
- Parent information handbook with contract

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, i.e. contract, registration, medical and 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, one month's notice in writing is required.

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 one week's notice. If notice is not given, the place will still be charged for.

Fee structure

Fees are charged at

Breakfast Club - £6.00 After School - £8.50

Holiday Club: Full Days - £21.00 Half Days - £17.00

The Club recognises that childcare can be costly, so we encourage eligible parents or careers to claim the childcare element of the Working Tax Credit. We are also registered to accept childcare vouchers. Please ask a manager regarding which vouchers we accept.

- Fees are payable weekly either in advance or at the end of the week
- Fees can be paid by cheque, electronic transfer or cash



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- There is a charge of £8.50 for late collection, which will be added to the invoice
- Fees are charged for booked sessions whether the child attends or not unless one weeks cancellation notice is given

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 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.

Cancellation Policy

Cancellation by Roosters Kids Club

The full fee is due unless Roosters Kids Club closes the club. If you have paid your holiday club non-refundable booking fee this is only refundable if we close the club. It is very rare for us to have to close the club but as we are open to issues that are beyond our control sometimes this may happen.

If we close the club due to reasons beyond our control will be you will not be charged of any monies. e.g. weather conditions, staff shortage or any other reason.

Cancellation by the Client

For all bookings we require one weeks full cancellation notice, if notice is not given the full fee will become payable. This includes unforeseen circumstances.

In the event we have to open the club for a full day, etc. snow day or any other circumstances where you child's school is closed and you do not bring your child in then you will still be liable to pay the charges for breakfast and after school or necessary fees for what you have booked. If you do bring you child in the full day fee of £21.00 will become payable.

This policy has been adopted by Roosters Kids Club and is to be reviewed annually or when any changes occur.

Written in accordance with the Statutory Framework for the Early Years Foundation Stage (2017):
Safeguarding and Welfare requirements: Introduction [3.2] and Child protection [3.7].