

# BARTON KIDS CLUB



## Admissions and Fees Policy

Barton Kids Club is registered with Ofsted; our registration number is 219233. We provide care for approximately 80 children between the ages of 4 and 11, serving the children of Ramsey Manor Lower School and, if they subsequently attend Arnold Academy, up to the end of Year 6.

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. Children who already attend the Club who require additional sessions
2. Siblings of children already attending the Club who attend Ramsey Manor Lower School
3. Other children who attend Ramsey Manor Lower School in the order that requests are received

The child's name will be added to the waiting list and, as soon as suitable places become available parents will be informed.

The Club reserves the right to allocate places out of this order in exceptional circumstances as discussed and agreed by the Committee.

### Registration

When a place at Barton Kids Club has been offered, parents/carers will be given all relevant Club information in the "Welcome to Barton Kids Club" information pack.

Registration is completed via our online portal at <https://bartonkidsclub.clubsbuddy.net/>.

The online registration includes providing parent/carer and child details, medical information and disclaimers for photography and Arnold Academy walking arrangements (where appropriate).

The parents/carers and child will be invited to visit the club for an induction. (*Note: induction visits are not being offered during the Covid-19 pandemic*). The child will be able to attend the Club as soon as registration is complete and the registration fee has been paid.

### Booking procedure

Parents/carers must complete the online registration before their child/children can attend the club.

- **Permanent place:**

Once booked, if a child does not attend for any reason, fees will still be payable. If a parent/carer wishes to cancel the place altogether, one month's notice in writing is required.

- **Ad-hoc booking:**

We will accept ad-hoc additional bookings as long as there is availability at the session(s) requested. If an ad-hoc place has been booked and is no longer required, the club must be given 48 hour's notice to cancel. If notice is not given, the session fee(s) will still be payable.

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## Fee structure

The Club aims to keep fees to a minimum whilst raising enough income to cover our running costs. We encourage parents/carers to make use of the government Tax-Free Childcare Scheme, we also accept childcare vouchers and are registered with the Childcare Grant Payment Service. In addition, eligible parents/carers can claim the childcare element of the Working Tax/Universal Credit.

- An annual registration fee of £10 is payable for the first child and £5 for each sibling.
- Early Breakfast (7:30am start) fees are £5.50 per session.
- Breakfast Club (08:00am start) fees are £4 per session.
- After School Club fees are £9.50 per session.
- Fees are charged per session and are payable monthly for the sessions booked in the month. Fees are charged for booked sessions, whether the child attends or not.
- Fees due can be seen in the “Fees” tab in our online portal once the bookings are made.
- We ask that fees are paid promptly to avoid the Club experiencing cash flow problems. This may lead to delays in the Club being able to pay bills and staff wages.
- Fees can be paid debit/credit card, childcare vouchers, Tax-Free Childcare, Childcare Grant or bank transfer. Cash or cheque by arrangement only.
- A late collection charge is payable after 6:00 pm and is £10 for the first 15 minutes (or part thereof) and then £15 for every 30 minutes (or part thereof) after.
- Fees are reviewed annually.

## Late Payment of fees

In accordance with Barton Kids Club Policy on late payment, parents will receive a reminder of late payment after 1 month and weekly reminders thereafter. If payment is not cleared after 28 days of the first reminder a further letter will be sent and the child’s place withdrawn from Barton Kids Club.

Failure to clear an account will result in Barton Kids Club activating court proceedings for the recovery of the debt.

The Club will consider requests for variation to payment terms on an individual basis. Anyone needing to make a request of this nature should contact the manager to discuss the situation.

This policy was adopted by Barton Kids Club	Date: January 2021
To be reviewed: 2022	Signed: Linda Hoenes, Manager