



Admissions and Fees Policy

Silver Kidz Camps is registered with Ofsted; our registration number is EY553570. We provide care for children between the ages of 5 and 12.

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:

- 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**

Booking procedure

Parents must complete the necessary paperwork, ie contract, registration, medical, booking and photo permission forms, before their children can attend the club.

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, 14 days notice in writing is required.

Fee structure

Fees are charged at £36 per day or £160 per week

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. We are also registered to accept childcare vouchers.

[Delete or modify the following payment terms as applicable]

- Fees are payable in advance
- Fees can be paid by cheque, electronic transfer, cash or direct debit
- There is a charge of £5 per 15mins for late collection, which will be added to the next invoice
- Fees are charged for booked sessions whether the child attends or not
- We offer a 5 % discount for siblings

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 and an external collection company will be used.

This policy was adopted by Silver Kidz Camps	Date:01/01/18
To be reviewed: 1/1/19	Signed: J N Silver

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2017): Safeguarding and Welfare Requirements: Information and records [3.68-3.75]*