

34: Admission and Fees

Kidz Enterprise welcome all children and parents, including those with disabilities. Kidz Enterprise is committed to providing a fair and open admission system that offers a competitively priced and good value service. As a provider of registered childcare, we both encourage and actively support eligible parents/carers claiming and taking up the childcare element of the Working Tax Credit.

Admissions

When a parent/carer contacts Kidz Enterprise enquiring about a place for their child, they will be given all the relevant information they require including details of the Admissions and Fees policy, and informed of whether there is currently a suitable place available for their child.

Places are open to everyone and allocated according to the following criteria:

- 'Children in public care' for whom Kidz Enterprise is the most appropriate local setting.
- Children with disabilities/additional needs or serious medical condition with supported medical information from their GP or hospital
- Families who live, work or study within close proximity

If a suitable place is available, the parent/carer and, where possible, the child will be invited to visit Kidz Enterprise and speak to members of staff. If the parent/carer agrees to abide by all the terms and conditions of admission, including the level of fees and arrangements for payment, they will be asked to complete and sign the Registration Form to confirm their child's place.

Parents/carers will also be encouraged to complete and sign the Parental consent for Medical Treatment.

Once the admission is secure, the manager, or a designated member of staff, will contact the parent/carer concerned to arrange a date for the child's first session at Kidz Enterprise. At this stage, the provisions of the Settling In policy will come into operation.

Waiting List

To ensure that admissions to Kidz Enterprise are offered on a fair and transparent basis, the following procedure will apply to the management of waiting lists:

- If, on making an enquiry about a place for their child, a parent/carer is informed that there is not currently a suitable one available, Kidz Enterprise's waiting list procedure will be explained and then activated on the parent/carer's behalf.
- Parents/carers will be encouraged to submit their request for a place for their child to Kidz Enterprise in writing. The details of this request will be placed on the waiting list in the order that they are submitted.
- The waiting list will be kept and used on a 'first come first served' basis. Kidz Enterprise will advise the parent/carer of how long they are likely to have to wait before a suitable place becomes available. This information will only be an estimate and will not constitute a binding guarantee from Kidz Enterprise.
- When a vacancy at Kidz Enterprise becomes available, the manager will contact the parent/carer whose child is suitable for the place and is highest up on the waiting list.

- If that parent/carer still wishes to take up the place for their child, they will be asked to follow the remaining steps of the admissions procedure outlined above.
- If the parent/carer concerned no longer wishes to take up a place, the parent/carer of the next suitable child on the list will be contacted.

Fees

Kidz Enterprise understands that the cost of registered childcare may seem expensive to a parent/carer. However, providing a high quality, safe and stimulating service for children is not cheap and to ensure the continued high standards and sustainability of Kidz Enterprise, it must ask that parents/carers respect its policy in respect of fees.

- The level of fees will be set by the Registered Person and reviewed annually in the light of Kidz Enterprise's financial position, its future strategic plans and any other broader economic or social considerations deemed relevant.
- Payment of fees should be made monthly, on an agreed day prior to the start of the week or month in question. Individual payment arrangements will be negotiated between the manager and parents/carers.
- Kidz Enterprise will be sympathetic to requests for daily payment. Parents/carers wishing to negotiate this or any other alteration to the standard fees policy should arrange a meeting with the manager at the earliest possible opportunity.
- If the fees are not paid on time, Kidz Enterprise will notify the parent/carer in writing and request payment at the earliest possible opportunity.
- The manager has the right to issue a formal warning to the parent/carer and inform them that continued late payment will result in their child's place at Kidz Enterprise being forfeited.
- If fees are paid persistently late or not at all with no explanation, Kidz Enterprise will be forced to terminate that child's place. Under exceptional circumstances, the manager may agree to allow the child to continue attending Kidz Enterprise for the remainder of that week.
- Parents/carers are encouraged to speak to a member of staff or the manager if they have any query about the fees policy, or if, for any reason, they are likely to have difficulty in making a payment on time. Parents/carers are strongly advised to arrange a meeting at the earliest possible opportunity, to avoid jeopardising their child's place at Kidz Enterprise.

Updated By: Derek Beesley (Director of Childcare) Date: 6th March 2016

Signature: D. Beesley