

## Admissions and Fees Holiday Club Policy

Kidz Enterprise is registered with Ofsted; our registration number is [EY229809](#). During school holidays Kidz Enterprise provides care for children between the ages of 4 and 12 (4 year olds must be attending full time education), serving children from the wider community.

Places are offered on a [first-come first-served](#) basis using our on-line booking system.

### Registration

When an enquiry regarding places is made, parents or carers will be given all the relevant Club information, including:

- Registration process
- Information regarding availability of places

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 registration process has been completed and a booking has been made,

If no places are available the parent/carer will be informed to monitor our availability link within our website for spaces that become available.

### Booking procedure

Parents must complete the necessary registration, ie on-line registration form before their children can attend the club.

### Places:

Places are available for booking per holiday using our on-line booking system, 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 the following will apply - If a cancellation is made more than 14 days before the holidays commence, a full credit will be applied to the account. Places cancelled within 14 days of the holidays commencing will not receive any credit. Booked holiday club places may not be transferred to another day.

### Fee structure

Fees are charged per day or per week.

Kidz Enterprise 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.](#)

- [Fees are payable at the time of booking.](#)
- [Fees can be paid by BACS, cash or debit/credit card](#)
- [There is a charge of £10.00 per 15 minutes or part thereof for late collection, which will be invoiced](#)
- [Fees are charged for booked sessions whether the child attends or not](#)
- [Discounts are available for siblings](#)

### Payment of fees

Fees are reviewed annually taking consideration of national increases of wages along with factors to include rent and other expenses. Kidz Enterprise 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, Kidz Enterprise 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, Kidz Enterprise may have to cancel the child's place.

This policy was adopted by <a href="#">Kidz Enterprise LTD</a>	Date: 9 <sup>th</sup> October 2017
To be reviewed: <a href="#">October 2018</a>	Signed: <a href="#">D. Beesley</a>

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2014): Safeguarding and Welfare Requirements: Information and records [3.68-3.75]*

