



Kids Zone

Admissions and Fees Policy

Kids Zone is registered with Ofsted; our registration number is: EY261041. We provide care for 45 children between the ages of 3 years and 12 years, primarily serving the children of all local primary schools and Poynton High 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 Kids Zone
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 Kids Zone information, including:

- Information regarding availability of places
- Details of the **Admissions and Fees** policy
- Registration form, medical form, parent contract, booking form, privacy notice, photo permission form
- **Behaviour Management** policy
- **Complaints** policy
- **Club Handbook**

If a place is available, the parents and child will be invited to visit Kids Zone for an induction. The child will be able to attend Kids Zone 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, ie contract, registration, medical, privacy notice, booking and photo permission forms, before their children can attend Kids Zone.

- **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, Kids Zone must be given 48 hours' notice. If notice is not given, the place will still be charged for.

Fee structure

Fees are charged at session rate.

Kids Zone recognises that childcare can be costly, so we encourage eligible parents or carers to claim the childcare element of the Working Tax Credit/Universal Credit. **We are also registered to accept Edenred, Care=4 and other childcare vouchers and with the Tax-Free Childcare scheme.**

- Fees are payable by 25th of the month in advance.
- Fees can be paid by electronic transfer, childcare vouchers, or cash.
- There is a charge of £25.00 after 6.00pm for late collection, which will be added to the next invoice.
- Kids Zone charges a registration fee of £50.00 per child.
- 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. Kids Zone 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, Kids Zone 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 Kids Zone being withdrawn.

If the fees remain unpaid after all the above options have been explored, Kids Zone may have to cancel the child’s place and pursue through the small claims court.

This policy was adopted by Kids Zone Proprietor	Date: 02/03/2023
To be reviewed: March 2025	Signed: P.S.Dowd

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2021)*:
Safeguarding and Welfare Requirements: Information and records [3.74]