

# Dore Village Kids After School Club

## Admissions and Fees Policy

Dore Village Kids is registered with Ofsted; our registration number is 2885813. We provide care for children that attend Dore Primary School (Reception-age upwards).

When all places at the club 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 per week.
3. Order that bookings are received.

### Registration

Parents/carers who enquire about places or request bookings will be sent the Club Handbook and Admissions and Fees policy via email. They will be directed to further policies on the club website.

If a place is available, the parents/carers and child will be invited to visit the club.

If no places are available, the parent/carer 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/carers must complete the necessary paperwork, ie contract, registration, medical and permission forms, before their children can attend the club. This will be sent via email once it has been confirmed that a place is available.

- **Permanent place:**

Once booked, if a child does not attend for any reason, parents/carers will still be charged for this place. If parents/carers wish to cancel the place altogether, or change the day that a child attends, at least four weeks' 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, the club must be given 48 hours notice. If notice is not given, the place will still be charged for.

### Fee structure

Fees are charged at £15 per session.

The Club recognises that childcare can be costly, so we encourage eligible parents/carers to claim the childcare element of Universal Credit. We are also registered to the Tax-Free Childcare scheme.

- Fees are payable on a half termly basis.
- Fees can be paid via electronic transfer (using either a personal bank account or a tax free childcare account) or using childcare vouchers.
- There is a charge of £10 for late collection, which will be added to the next invoice.
- Fees are charged for booked sessions whether the child attends or not.

**Payment of fees**

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/carer, requesting payment. If the parents/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/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.

Any increase in fees will come into effect from the start of the following half term and at least one month’s notice will be given.

**Refunds and Cancellation**

For details of our refunds and cancellation policy please read our Terms and Conditions. These are available on our website [www.dorevillagekids.co.uk](http://www.dorevillagekids.co.uk).

This policy was adopted by: Dore Village Kids After School Club	Date: April 2026
To be reviewed: April 2027.	Signed: Louise Perrins

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2025): Safeguarding and Welfare Requirements: Information and Record Keeping [3.92], Information for Parents and Carers [3.97]*