

## SECTION 4

### General Welfare Requirement: Organisation

Providers must plan and organise their systems to ensure that every child receives an enjoyable and challenging learning and development experience that is tailored to meet their individual needs.

## R.B Kids Club

### Organisation



### Admissions and Fee's

### Policy Statement

It is our intention to make R.B Kids Club accessible to children and families from all sections of the local community.

We aim to ensure that all sections of our community have access to the setting through open, fair and clearly communicated procedures.

### EYFS key themes and commitments

1.2 Inclusive practice	2.1 Respecting each other	3.3 The learning environment 3.4 The wider environment	
------------------------	---------------------------	---	--

### Procedures

#### Admissions

Parents/ carers can contact the club in the following way by Phone: 07742822550, by e-mail: [r.bkids@hotmail.co.uk](mailto:r.bkids@hotmail.co.uk) or by speaking to a member of staff in person at the club

When a parent/carer contacts the Club enquiring about a place for their child, the Co-ordinator will be give them all the relevant information they require, and informed of whether there is currently a place available for their child.

Information includes

- Information leaflet
- Policy pack
- Booking form (to sign and return)
- Registration Form (to sign and return)

If a place is available the parent/carer and, where possible, the child will be invited to visit the Club and speak to members of staff, try games and share things that they might enjoy doing. 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 a Registration Form and booking form to confirm their child's place.

*Siblings of existing members are offered prioritised admission.*

#### Waiting List

To ensure that admissions to the R.B Kids Club are offered on a fair basis, the following procedures will apply to the management of waiting lists:

- If on making an enquiry about a place for their child, and a parent/carer is informed that there is not currently a place available, the Club'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 the Club in via one of the clubs booking forms. 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. R.B Kids Club will strive to offer that child a place as soon as possible by monitoring cancelations and other events that might be happening within the school.
- When a vacancy at the Club becomes available, the Co-ordinator will contact the parent/carer by phone, e-mail or txt.
- If that parent/carer still wishes to take up the place for their child, they will be asked to complete the booking Form and 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 child on the list will be contacted.

#### Fees

Providing a high quality, safe and stimulating service for children is not cheap and to ensure the continued high standards and sustainability of the Club, it must ask that parents/carers respect its policy in respect of paying fees promptly.

- The level of fees will be set by the Committee or Registered Person and reviewed annually in the light of the Club's financial position.
- Fees should be paid promptly in line with the club's procedures ie. Weekly or monthly basis. Individual payment arrangements should be negotiated between the Co-ordinator and parents/carers.
- R.B Kids Club 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, the Club will notify the parent/carer in writing and request payment at the earliest possible opportunity.
- The Co-ordinator 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 the Club being forfeited.
- If fees are paid persistently late or not at all with no explanation, the Club will be forced to terminate that child's place. Under exceptional circumstances, the Co-ordinator may agree to allow the child to continue attending the Club for the remainder of that week.
- Parents/carers are encouraged to speak to a member of staff or the Co-ordinator 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 the Club

Policy Created March 2011	Policy reviewed: March 2013	Need for update Yes / No
Signed:	Management Committee Chairperson	Co-ordinator:
	Anya Mathewson:	Simon Keaney: