

Admissions and Fees Term Time Policy

Kidz Enterprise is registered with Ofsted; our registration number is **EY229809**. During term time Kidz Enterprise provides care for children between the ages of **4** and **11**, primarily serving the children of **Cippenham School**, although with specific permission from the Headteacher places may be available to children who attend schools within the local community.

Places are booked 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 using the MagicBooking on-line registration and booking system.

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 MagicBooking on-line registration form before their children can attend the club.

Places are booked using our on-line booking system where parents may book for a session, weekly, monthly, termly or for the school year. Parents booking for longer periods are guaranteed spaces. If spaces are cancelled after booking then the following will apply - If a cancellation is made more than 7 days before the date booked commences, a full credit will be applied to the account. Places cancelled within 7 days of the date booked commencing will not receive any credit. Booked places may not be transferred to another day.

Fee structure

Fees are charged per session for Breakfast and After School Club

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/Universal Credit. **We are also registered to accept childcare vouchers and with the Tax-Free Childcare scheme.**

- Fees are payable at the time of booking or via an instalment plan for bookings of more than 2 months.
- Fees can be paid by debit/credit card or Childcare Vouchers (CCV)
- There is a charge of £10.00 per 15 minutes or part thereof for late collection, which will be added to the next invoice
- Fees are charged for booked sessions whether the child attends or not
- During Term Time we offer the following discounts 2.5% Sibling Discount
- Should we be unable to offer a club for circumstances beyond our control then a full credit will be applied to accounts.

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, MagicBooking will automatically email an automated reminder for payment, failure to pay after the reminder 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.

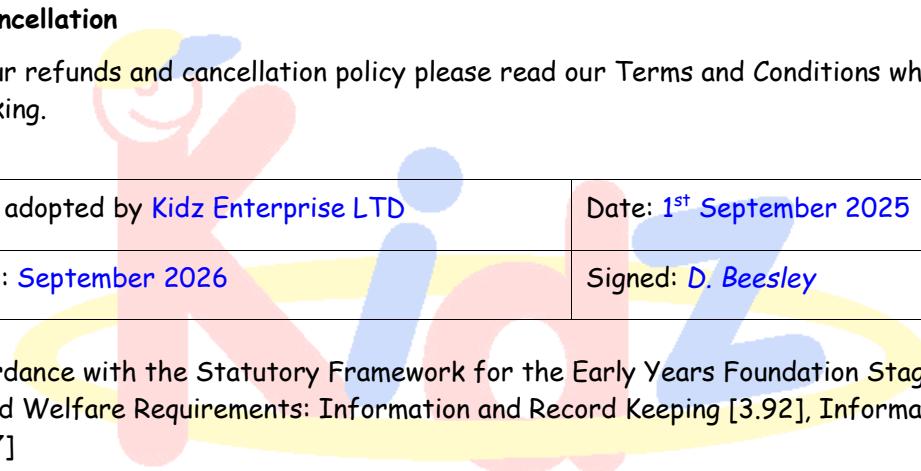
If the fees remain unpaid after all the above options have been explored, Kidz Enterprise may have to cancel the child's place.

Refunds and Cancellation

For details of our refunds and cancellation policy please read our Terms and Conditions which are available at the time of booking.

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| This policy was adopted by Kidz Enterprise LTD | Date: 1 st September 2025 |
| To be reviewed: September 2026 | Signed: <i>D. Beesley</i> |

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]



Enterprise Ltd.