

## **50: Admissions and Fees**

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**Superkids welcome all children and parents, including those with disabilities. Our setting is committed to providing a fair and open admission system that offers a competitively priced and good value service.**

Superkids is registered with Ofsted in 4 locations. We provide care for children between the ages of 4 and 11, primarily serving the children of the following schools:

- John Ball Primary School, Blackheath
- St Mary's Primary School, Beckenham
- Marian Vian Primary School, Beckenham
- Balgowan Primary School, Beckenham
- Holy Cross Primary School, Catford
- Rushey Green Primary School, Catford

Places are offered on a first-come first-served basis. When all places have been filled, a waiting list will be established.

### **Registration**

When an enquiry regarding places is made, parents or carers will be given all the relevant Club 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 the club for an induction. Once the admission is secure, the manager, or a designated member of staff, will contact the parent/carer concerned to arrange a date for the child's first session at Superkids. At this stage, the provisions of the Settling In policy will come into operation. 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.

Parents/carers will also be encouraged to complete and sign the Emergency Medical Treatment Form.

We endeavour to welcome children with additional needs or disabilities and would consider spaces on an individual basis. Superkids will assess and consider whether a child's needs can be fully met before making a decision, no child would be accepted if we truly believed that we could not provide the adequate care required.

### **Booking procedure**

Parents must complete the necessary paperwork, i.e. contract, registration, medical, privacy notice, booking and photo permission forms, before their children can attend the club.

- 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, 4 weeks' notice in writing is required.
- Adhoc (temporary) booking - We will accept Adhoc/temporary or occasional bookings as long as there are places available. If an Adhoc 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.

## Waiting List

To ensure that admissions to Superkids are offered on a fair and transparent basis, the following procedure will apply to the management of waiting lists:

- If, on making an enquiry about a place for their child, a parent/carer is informed that there is not currently a suitable one available, the Superkids waiting list procedure will be explained.
- Parents/carers will submit their request for a place for their child to Superkids using the Registration/Admission Form. The details of this request will be placed on the waiting list in the order that they are submitted (First come first served).
- The waiting list will be kept and used on a 'first come first served' basis. The Superkids will advise the parent/carer of how long they are likely to have to wait before a suitable place becomes available. This information will only be an estimate and will not constitute a binding guarantee from Superkids.
- When a vacancy at Superkids becomes available, the manager will contact the parent/carer whose child is suitable for the place and is highest up on the waiting list.
- If that parent/carer still wishes to take up the place for their child, they will be asked to 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 suitable child on the list will be contacted.

## Fee Structure

Superkids understands that the cost of registered childcare may seem expensive to a parent/carer, 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. However, providing a high quality, safe and stimulating service for children is not cheap and to ensure the continued high standards and sustainability of Superkids, it must ask that parents/carers respect its policy in respect of fees.

- Fees can be paid by cheque, electronic transfer, childcare vouchers, or direct debit
- There is a charge of £1 a minute for late collection, which will be added to the next invoice
- Fees are charged for booked sessions whether the child attends or not
- Fees will be applicable in event of temporary closure
- A two-week deposit will be required upon registering, this will be refunded once your child's place is ended ensuring all fees are up to date and the 4-week notice period was met.
- A late payment charge or part payment charge will be applied when fees are not paid in full by the 10<sup>th</sup> of the month. This charge is the equivalent to one after school session.

## Payment of Fees

The level of fees will be set by the Registered Person and reviewed annually in the light of Superkids financial position, its future strategic plans and any other broader economic or social considerations deemed relevant.

- Payment of fees should be made monthly, on an agreed day prior to the start of the month in question. Individual payment arrangements may be negotiated at the discretion of the Registered Person.
- If the fees are not paid on time, Superkids will notify the parent/carer in writing and request payment at the earliest possible opportunity.
- The manager 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 Superkids being forfeited.
- If fees are paid persistently late or not at all with no explanation, Superkids will be forced to terminate that child's place. Under exceptional circumstances, the manager may agree to allow the child to continue attending the setting for the remainder of that week. Superkids will attempt to recover unpaid fees through emailed and posted reminder letters and, as a final measure, through court action.
- Parents/carers are encouraged to speak to the manager 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 setting and to agree a repayment plan.

The policy was adopted by: Superkids club Ltd	Date: 07.04.2020
To be reviewed: April 2021	Signed: Jo Murray & Jessica Baker

*Written in accordance with the Statutory Framework for the Early Years Foundation Stage (2017):  
Safeguarding and Welfare Requirements: Information and records [3.68-3.75]*