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Breakfast Club Admissions and Fees Policy

Kidmore End CE Primary School

(Due to be ratified at the next FGB meeting)

Approved by:	**Full Governing Body**
Date:	
Next review date:	

Adopted by school:	
Date:	

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Amended			

Kidmore End CE School
Breakfast Club

Admissions and Fees Policy

Kidmore End Breakfast Club is committed to providing a fair and open admission system that offers a competitively priced and good value service. We will encourage and actively support eligible parents/carers claiming and taking up the childcare element of the Working Tax Credit and will promote the use of Childcare Vouchers.

Admissions

When a parent/carer contacts the Club enquiring about a place for their child, they will be given all the relevant information they require including details of the Admissions and Fees policy, and informed of whether there is currently a suitable place available for their child. If a suitable place is available, the parent/carer and child will be invited to visit the Club if they wish and speak to members of staff.

If the parent/carer agrees to abide by the terms and conditions of admission, including the level of fees and arrangements for payment, they will be asked to complete and sign the Registration Form & Agreement to confirm their child's place. Once the admission is confirmed, we will give the parent/carer concerned access to book their child onto the Club via MCAS.

Waiting List

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

- If, on making a booking enquiry for their child, a parent/carer is informed that there is not a place available on the required day, the waiting list procedure will be explained and then activated on the parent's/carer's behalf.
- Parents/carers are able to book a place for their child at the Club via MCAS.
- The waiting list will be kept and used on a 'first come first served' basis. The Club will advise the parent/carer of where they are on the waiting list. This information will only be an estimate and will not constitute a binding guarantee from the Club.
- If a space at Club becomes available, we will contact the parent/carer who is highest up on the waiting list.
- In addition to this the Club may consider the following:
    - Extenuating circumstances affecting the child's welfare or his/her family.
    - Children of siblings who are already attending the Club.
- If that parent/carer still wishes to take up the place for their child, they will be asked to confirm the booking via MCAS
- 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

The Club understands that the cost of registered childcare may seem expensive to a parent/carer. However, providing a high quality, safe and stimulating service for children is not cheap and to ensure high standards and sustainability of the Club, we ask that parents/carers respect our fees strategy.

- The level of fees will be set by the School Governors and reviewed regularly (at least annually) in light of the Club's financial position, future strategic plans and any other broader economic or social considerations deemed relevant

- Sessions booked via MCAS are paid for on booking. Payment can be made via MCAS using credit or debit card, or via Childcare Vouchers or the Government Tax-Free Childcare Scheme. If you use Childcare Vouchers your account will be credited upon receipt of the provider's payment advice. We do not receive an advice for payments by Tax-Free Childcare, so your account will not be credited until we see the credit on our bank account.

- If late booking fees are not paid on time, the Club will notify the parent/carer in writing and request payment at the earliest possible opportunity. A late payment charge of £10 will be added to a parents account if fees are overdue.

- The school 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. We reserve the right to take legal action, if necessary, to recover any outstanding payment.

- If fees are paid persistently late or not at all with no explanation, the Club may be forced to terminate that child's place.

- Parents/carers are encouraged to speak to a member of staff or the Owner if they have any query about the Admissions and Fees Policy, or if, for any reason, they are likely to have difficulty in making a payment on time.

- All bookings are non-refundable and non-transferable

October 2026