

Seguro Childcare

Admissions and Fees Policy

Seguro Childcare is registered with Ofsted; our registration number is EY542642. We provide care for children between the ages of 3 and 11 years, primarily serving the children of Newfold and St James Primary schools during term time and any schools during the school holidays. Places are offered on a first-come-first-served basis. When all places 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/hours per week

Registration

When an enquiry regarding places is made, parents or carers will be given all the relevant Club information, including:

- Information regarding the 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

The parents and child will be invited to visit the Club for a induction if a place is available. The child will be able to attend the Club as soon as the completed forms are received. If no places are available, the parent will be informed, and the child's name will be added to the waiting list. As soon as suitable places become available, parents will be notified.

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, you will still be charged for this place if a child does not attend for any reason. If you wish to cancel the place altogether, one month's notice in writing is required.

Temporary booking:

We will accept temporary or occasional bookings as long as places are available. However, if a temporary place has been booked and is no longer required, the place will still need to be paid for as staffing will have been arranged around the numbers booked.

Holiday club places that are booked must be paid for unless we have five working days' notice regardless of the reason, as we arrange staffing weekly around the number of children booked in each day.

Fee structure

Fees are charged at £7.00 per child for breakfast club and £9.00 per child for afterschool Club.

Holiday club prices are £25 per child for a full day and £15 per child for a half day. Please see our price list for session times etc.

The Club 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 most childcare vouchers with the Tax-Free Childcare scheme.

Fees are payable monthly on receipt of the invoice. Fees can be paid by electronic transfer, childcare vouchers, cash

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 is reviewed annually. The Club will consider requests for variation to payment terms individually. 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 or carer, requesting payment. However, if the parents or carers have 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 payments, the manager will contact the parents or carers to discuss payment options. The manager may formally warn the parent or carer 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.

Further information regarding bookings, payments, and invoicing can be found on the website, visit www.segurochildcare.com.

This policy was adopted by Seguro childcare Date: 15/6/22

To be reviewed: 15/6/23 Signed: L Hampson

Written in accordance with the Statutory Framework for the Early Years Foundation Stage (2021):

Safeguarding and Welfare Requirements: Information and records [3.67-3.77]