



Admissions Policy

Crazy 4 kids are committed to a fair and open admission system that offers a competitively priced and good value service that supports Early Years Funded places and a variety of payment methods and structures.

Applying for a Place at Crazy 4 Kids

All admission enquiries and bookings are processed by our administration department. When a Parent/Carer contacts Crazy 4 Kids enquiring about a place for their child, whether it be Early Years or Out of School they will be sent all the relevant information and directed to the website to complete an online Admission Form. Paper copies of the admission form are available on request. On receipt of the admission form and the £25 non-refundable registration fee, the child/children's, place will be booked and confirmed by email (subject to availability).

We encourage a visit to the setting to ensure that the setting is the type of care you are looking for and the child is happy to attend. Before your child/children starts with Crazy 4 Kids the admissions team will need to have seen and verified Identification needed for Early Years places. All other relevant forms and documentation will need to be signed and returned before your child/children's start date, without this your start date may be delayed.

Once a Parent / Carer has booked a permanent session for their child/children they will be required to pay for all sessions even if the child/children do not attend due to sickness, family holiday or school trips etc. This ensures that the childcare you require is always available for you and you are then guaranteed a place.

Holiday Club Bookings

Holiday club places are booked on a 'first come first served' basis and if booked within 28 days of attending payment will be due immediately. Advance holiday club bookings will be invoiced within our normal cycle and payment due by 1st of the month. Holiday club places once confirmed cannot be exchanged, cancelled or refunded without 4 weeks' notice given.

Booking Additional 'ad-hoc' Sessions

If a parent/carers requires additional sessions these can be booked by emailing the admin department. Any Ad Hoc sessions booked within 28 days of attending will also require payment to be made immediately.

Cancelling a Permanent Booking

Cancellation or alterations to a permanent booking need to be done in writing to the admin office giving 4 weeks' notice. Any cancellation will result in parent/carers being invoiced for sessions cancelled in lieu of any notice period required.

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Reviewed: October 2020

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Version 4



Waiting Lists

Where a Crazy 4 Kids site is full a Waiting List will be implemented.

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

- If we are unable to fulfil a request for a place at the setting the parent/carer will be offered a place on the waiting list.
- Places on the waiting list will be allocated to those requiring a full-time place first and subsequently to those requiring part time places.
- When a vacancy at the setting becomes available, the admin department will contact the parent/carer of the child who is next on the waiting list and if the place is still required the parent/carer will be required to complete an online Admissions Form and will be given 24 hours in which to do this.
- If the parent/carer notifies Crazy 4 Kids that the place is no longer required, their name will be removed from the waiting list and the vacancy will be offered to the next child on the list until all available places have been 'filled'.

Reception Class Intake

We cannot 'reserve' places for reception class children who are subject to a 'staggered' intake in September if they are not going to start until the 2nd or 3rd week in without invoicing for sessions unused. Parents wishing to retain a place will be invoiced from the first 'school' day at the beginning of the new school term. Parents not wanting to pay this 'retainer' will be required to apply once their child has started full time school, but we cannot guarantee that a place will be available at that point.

Registration Fee

A non-refundable registration fee of £25 is required and must be paid prior to Crazy 4 Kids registering your child, places will not be confirmed until this fee has been received.

NB: Once a permanent place has been confirmed you are then liable for all costs associated with that reservation.

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COVID-19 Updates:

Children who are symptom free or have completed the required isolation period, can attend the setting. Families are asked to inform the setting if they, the child, or anyone in their household has any symptoms and to follow the COVID-19 guidance.

At this current time parents/carers will be unable to visit the setting. The setting will facilitate a virtual tour, and this will be organised between the setting manager/administrator and the parent/carer. Setting administrators will work with parents/carers to discuss the safest way to complete the admissions pack.

This will be reviewed in line with government guidelines.

JULIE NORRIS

REGISTERED PROVIDER

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