



## **Admissions Policy Out of School Club**

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 spaces and a variety of payment methods and structures.

### **Applying for a Place at Crazy 4 Kids**

All admission enquiries and bookings are processed by the admission administrator. When a Parent/Carer contacts Crazy 4 Kids enquiring about a place, they will be sent all the relevant information and directed to the website to complete an online Admission Form. 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 all 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 you have booked a permanent session for your child/children you 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 retaining your place.

### **Holiday Club Bookings**

Holiday club places are booked on a 'first come first served' basis. Advance holiday club bookings will be invoiced within our normal cycle and payment due by 1<sup>st</sup> of the month. All holiday club places need to be paid in full before the first date of attendance. Holiday club places once confirmed cannot be exchanged, cancelled, or refunded without 4 weeks' notice given.

### **Booking Additional 'ad-hoc' Sessions**

If you require additional sessions these can be booked by emailing your site administrator. Any Ad Hoc sessions booked will also require payment to be made immediately before date of attendance of session.

### **Cancelling a Permanent Booking**

Cancellation or alterations to a permanent booking need to be done in writing to your site administrator giving 4 weeks' notice. Any cancellation will result in you being invoiced for sessions cancelled in lieu of any notice period required. Cancellation notification date starts on the first working day and does not include notice given during any closure periods or weekends.

### **Intake**

We will try to accommodate your requested start date, however at times this may not be feasible. Our normal intake months are September, January and April spaces and staff permitting.

### **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 you 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, your site administrator will contact the next family on the waiting list and if the place is still required you will be required to. Confirm within the 24 hours. Failure to confirm within the timeframe will result in the place being offered to the next family on the waiting list.
- If you notify Crazy 4 Kids that the place is no longer required, your child's 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 allocated.

### **Reception Class Intake**

We cannot 'reserve' places for reception class children who are subject to a 'staggered' intake in September 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, 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 the place.

JULIE NORRIS

REGISTERED PROVIDER

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