



ACE Kids Club

Admissions & Fees Policy

April 2025

Katherine Semar ACE Kids Club is registered with Ofsted and provide wrap-around care in the form of Breakfast and After School Clubs during term time and Holiday Clubs during the School Holidays and non-pupil days.

Breakfast, After School and holiday Club places are only available to pupils at Katherine Semar Schools.

Our club is committed to providing a fair and open admission system that offers a competitively priced and good value service. As a provider of registered childcare, we both encourage and actively support eligible parents/carers claiming and taking-up the childcare element of the Working Tax/Universal Credit.

Priority will be given based on the following criteria

- Children of Trust staff who attend Katherine Semar will be given priority
- Places are offered on a first-come first-served basis
- Priority will be given to children who already attend ACE Club
- No priority will be given to siblings of children already attending ACE Club, but staff will actively encourage existing parents/carers to apply early for any additional place in order to avoid disappointment

Enquiries

When an enquiry is made regarding places, parents/carers will be given the following relevant information:

- Admissions & Fees Policy
- Information regarding whether there is currently a suitable place available OR information regarding their place on the waiting list – this can only be an estimate and will not constitute a binding guarantee from the Club.
- Registration Form OR Waiting List Application Form
- Terms & Conditions

Admissions Procedure

If a suitable place is available, the parent/carer and, where possible, the child will be invited to visit the Club and speak to members of staff. Once admission has been agreed by both the Club and the parent/carer, the relevant forms are required to be completed and signed:

- Terms & Conditions
- Registration Form (including medical information)
- Photo Permission forms

Once the admission is secure, the Manager or a designated member of staff will contact the parent/carer to arrange a date for the child's first session at the Club.

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 the waiting list:

- Parents/Carers must complete a Waiting List Application Form for each child they wish to join the Club.
- Parents/Carers can enquire as to their child's position on the waiting list at any time.
- It is the responsibility of the parent/carers to ensure that the Waiting List Application Form is kept up to date with relevant information.
- When a place becomes available, Club staff will contact the parent/carer whose child is suitable for the next place on the waiting list.
- If that parent/carer still wishes to take up the place for their child, they will be required to complete a Registration Form and follow the remaining steps of the Admissions Procedure outlined above.
- If a place is no longer required, the parent/carer of the next suitable eligible child will be contacted.
- We do not hold places.
- If a child leaves the Club but the parent/carer wishes them to re-join, another application may have to be made, and the child may have to join the waiting list.

Casual bookings

Casual bookings will be subject to availability and only accepted if a Registration Form has been completed and signed. Payment must be made in advance.

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 the continued high standards and sustainability of the Club, it must ask that parents/carers respect its policy in respect of fees.

- The levels of fees will be set by the Governing Body and reviewed annually in the light of the Club's financial position, its future strategic plans and any other broader economic or social economic or social considerations deemed relevant.
- Payments for breakfast and afterschool club must be paid a week in advance of the attended session/s.
- Payments for holiday club booked sessions must be paid for a week in advance of the attended session/s. If the booked sessions are not attended full payment will still be required.
- If the fees are not paid on time, the Club 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 the Club being forfeited.

- If fees are paid persistently late, or not at all, with no explanation, the Club will be forced to terminate that child's place. Under exceptional circumstances the Manager may agree to allow the child to continue attending the Club for the remainder of that week.
- Parents/carers are encouraged to speak to the Manager or Deputy Manager if they have any query about the fees policy, or if they 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 Club.
- Cancellation fees/Late pick-up fees are in place and it is important that parents are aware of them. Please see our Terms & Conditions.
- When booking any ACE sessions over any school holiday period a deadline date is set for booking your child into any sessions. Once this date has passed, ACE will organise staffing levels and ratios. If ACE then receives any requests for additional sessions past the deadline, ACE will always try and accommodate your request but this does involve extra work, if we can accommodate the requested session/s there will be an additional administration fee applied to the cost of £2 per child, per session.

Special Needs:

Where a child has a specific need, including a disability, admission will be based on:

- All parties agreeing that the environment is appropriate for the child
- The degree of integration is acceptable, given staffing levels
- Liaison will be arranged with the school including the SENCO and the relevant professional support networks if applicable

Emergency Admissions

Emergency admissions will be at the discretion of the Katherine Semar Schools' Headteacher and ACE Club Manager.

Policies

ACE Kids Club has policies in place on the following:

- Admissions & Fees Policy
- Arrivals and Departures Policy
- Care and Learning Policy
- Behaviour Policy
- Bullying Policy

We advise parents, guardians and carers to read these policies, which are available on our website or please ask a member of staff for a copy.

Contact Details:

Childcare Manager: Janet Clark
 ACE Kids Club
 C/o Katherine Semar Schools
 Ross Close
 Saffron Walden
 CB11 4DU

Telephone: 01799 520356

Email: ace@katherinesemar.net

Website: <https://www.katherinesemar.co.uk/page/?title=Ace+Club&pid=46>