



Admissions and Fees Policy

This policy has been updated in light of COVID.

Aim:

Venture Kids aspires to provide affordable, quality professional childcare to children in East Belfast.

Venture Kids Ltd is registered with Belfast Health and Social Care Trust. We provide care for children between the ages of 4 and 11, attending local primary schools.

Places are offered on the criteria listed below. When all places have been filled a waiting list will be established.

1. Those with siblings already attending Venture Kids on the same days.
2. First come first served basis.

Procedure:

Registration:

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

- Information regarding availability of places.
- Registration form, parent contract, booking form, consent form.
- Our website details with all our policies listed.
- Copies of our Safeguarding Policy.

Prior to attendance:

- **As a direct result of COVID we are restricted to numbers of people accessing the premises. Therefore, if a place is available, the parents will be able to take a virtual tour of the premises. Unfortunately, we can no longer offer a FREE play session but hope that the virtual tour will be able to reflect what we stand for as a childcare provider.**
- If the child is happy, they 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 added to the waiting list. As soon as suitable places become available, parents will be informed.

Bookings:

Parents must complete the necessary paperwork, i.e. contract, registration, booking and consent forms, before their children can attend the club. Any additional paperwork e.g. individual care plan/allergy management plan must also be completed.

- **Permanent place:**

Once booked, if a child does not attend for any reason, the parents will still be charged for this place. If the parent wishes 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 there are places available. If a temporary place has been booked and is no longer required, the club must be given 48 hours notice. If notice is not given, the place will still be charged for.

Fee Structure:

- Due to the unprecedented nature of the current COVID situation we are asking that parents are understanding at this time in terms of payment of fees.
- Should a child's class be required to self isolate due to a COVID outbreak at school or in their class, we would ask that a retainer is paid for the duration of the self isolation period.
- Sibling discounts of 10% per child are available.

Venture Kids Ltd is registered to accept childcare vouchers from a number of providers. A full list is available on request.

- Fees are payable monthly in advance
- Fees can be paid by electronic transfer, cheque or direct debit.
- There is a charge for late collection, which will be added to the next invoice.
- Fees are charged for booked sessions whether the child attends or not
- We offer a 10% discount for siblings.

Payment of fees:

Fees are reviewed annually. **Venture Kids** will consider requests for variation to payment terms on an individual basis. 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, **Venture Kids** will write to the parent or carer, requesting payment. If the parents or carers are having 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 payment, the manager will contact the parents or carers to discuss payment options. The manager may issue a formal warning to the parent or carer informing them that continued late payment will result in their child's place at **Venture Kids** being withdrawn.

If the fees remain unpaid after all the above options have been explored, **Venture Kids Ltd** may have to cancel the child's place.

Reviewed by: Siobhan McIlwaine	Date: 1/9/20
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