LPF – Kiddies Club

Community Interest Company

 Making learning meaningful and fun

 Company No: 8645341

 Mobile: 074 2686 8190

**LPF KIDDIES CLUBS ADMISSIONS AND FEES POLICY**

LPF Kiddies Club Out of School Club is registered with company’s house; our registration number is we provide care for children between the ages of 5 and 14, primarily serving the children of living in Royal Borough Greenwich.

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

3. Children living in the local area

**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
* Details of the Admissions and Fees policy
* Registration form, medical form, parent contract, booking form, photo permission form
* Behaviour Management policy
* Complaints policy

If a place is available, the parents and child will be invited to visit the club for an induction. 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 added to the waiting list. As soon as suitable places become available parents will be informed.

**Booking procedure**

Parents must complete the necessary paperwork, ie contract, registration, medical, booking and photo permission forms, before their children can attend the club.

Once booked, if a child does not attend for any reason, you will still be charged for this place. 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 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**

Fees are charged at £7.50 per session

* Fees are payable Monthly in advance
* Fees can be paid by electronic transfer
* There is a charge of £5.00 per 15 mins for late collection, which will be added to the next invoice
* Whilst the club is not full we will be able to swap days around but once the club numbers are at their limit this will not be possible
* No place will be given without payment
* The club charges an annual registration/membership fee of £35.00 per Family
* Fees are charged for booked sessions whether the child attends or not

**Payment of fees**

Fees are reviewed annually by the registered person. The Club will consider requests for variation to payment terms on an individual basis. Anyone making these requests should contact the education director at the earliest opportunity. Any queries regarding fees should be directed to the education director

If fees are not paid, the Club 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 education director as soon as possible.

Where there is no explanation for repeated late payment, the education director will contact the parents or carers to discuss payment options. The education director may issue a formal warning to the parent or carer informing them 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

Signed:  Date reviewed: 09/03/21

Director and Founder Carmel Britto