



Admissions and Fees Policy

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 to care for children of school age between 4-12.

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.
2. Chronological order.

Procedure:

Registration:

When an enquiry regarding places is made, parents or carers will be directed to our website: venturekidsbelfast.co.uk

Here they will find relevant information regarding Venture Kids and will have the opportunity to complete an enquiry form.

- 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:

- Should spaces come up parents and children will be invited to visit the club.
- If the child is happy, they will be able to attend the Club as soon as the completed forms are received.
- Parents will receive a copy of our Statement of Purpose, which outlines our key policies, FAQ's and the day to day operation
- 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 New Start Registration paperwork, 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.

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 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** 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 contact 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** may have to cancel the child's place.

Reviewed by: Siobhan McIlwaine	Date: 4/7/21
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