

KidsStop is committed to providing a fair and open admission system that offers a competitively priced and good value service to all its customers.

## Admissions

When a parent/carer contacts the setting about a place for their child, they will be informed whether there is a suitable available place for their child and invited to visit the setting and speak to the in-setting team.

At the time of the visit parents/carers can access all the relevant information they require including details of the Admissions and Fees Policy via KidsStop's website by scanning the available QR Codes within setting.

If the parent/carer agrees to abide by all the terms and conditions of admission, including the level of fees and arrangements for payment, they will be asked to sign the Charging Policy, Admissions & Fees Policy, complete and sign the necessary online registration forms, and make payment of a registration fee to secure their child's place.

Once the admission is secure, the Manager, or a designated member of staff, will contact the parent/carer concerned to arrange a date for the child's first settling in period at the setting. At this stage, the provisions of the settling in policy will come into operation.

## Waiting List

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, on making an enquiry about a place for their child, a parent/carer is informed that there is not currently a suitable one available, KidsStop's waiting list procedure will be explained and then activated on the parent/carer's behalf.
- Parents/Carers will be encouraged to submit their request for a place at KidsStop using the Enquiry button on the Nursery page of the KidsStop website. The details of this request will be placed on the waiting list.
- The waiting list will be kept and used on a 'First come first served bases. If it is known that a place is due to become available, KidsStop admin will advise the parent/carer of how long they are likely to have to wait for a place at KidsStop. If there isn't a place soon to become available, places will only become available by way of a cancellation by an existing family. Any information on an upcoming place will only be an estimate and will not constitute a binding guarantee from the setting.
- Once a place becomes available at KidsStop, either the KidsStop admin or Manager will contact the parent/carer whose child is most suitable for the place and the highest up on the list.
- If that parent/carer concerned no longer wishes to take up the place, then the next suitable child for that place will be contacted.

## Fees

KidsStop 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 inexpensive and to ensure the continued high standards and sustainability of KidsStop, it must be asked that parents/carers respect its policy in respect of fees.

- The level of fees will be set by the registered person and reviewed annually in the light of KidsStop 's financial position, its future strategic plans and by any other broader economic or social considerations deemed relevant.
- Payment of fees should be paid monthly, and payment must be received by KidsStop before or by the first day of the invoiced month. Individual payment arrangements will be negotiated between Nikki the KidsStop Manager only and parents/carers.
- Parents/carers wishing to negotiate payment dates or any other alteration to the standard of this policy should arrange a meeting with Nikki the KidsStop Manager at the earliest possible opportunity, where she will try to support. Any alternative payment plans are not guaranteed and will only be accepted and supported if viable for the business.
- If the parent/carer does not pay the fees on time KidsStop admin will write to the parent/carer to request payment at the earliest possibility and apply a £5 a day late payment fee until payment is received.
- The Manager has the right to issue a formal warning to the parent/carer for persistently late payment of fees, this then possibly leading to the child's place at KidsStop being forfeited.
- If fees are persistently paid late with no explanation KidsStop has the right to terminate that child's place at the setting. Under exceptional circumstances, the Manager may agree to allow the child to continue attending the setting just for the remainder of that week.
- Parents/carers are encouraged to speak to Admin or the Manager if they have any query about the fees policy, or if for any reason they are likely to 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 setting.
- Fees are invoiced monthly and will need to be paid alongside one months' notice if you wish to terminate your place at KidsStop. This will need to be paid whether your child attends for the notice period or not.

## Payment

As a provider of registered childcare, we aim to offer as many methods of payment as possible.

Payment via BACS is accepted, and we ask that you reference your payment with your child's full name. Payment using our app has not been activated to avoid additional transaction fees.

KidsStop is registered with all childcare voucher schemes, please notify admin on [invoices@kidsstop.co.uk](mailto:invoices@kidsstop.co.uk) and they will provide you KidsStop's account number for your chosen voucher scheme.

KidsStop also accepts payments using the Government Tax Free Childcare Scheme, please notify admin of your child's unique reference number by emailing [invoices@kidsstop.co.uk](mailto:invoices@kidsstop.co.uk).

If you are or intend on furthering your studies, KidsStop is also registered with the Childcare Grant Payment Service where your student grant can contribute towards your childcare fees. For further details, please email [invoices@kidsstop.co.uk](mailto:invoices@kidsstop.co.uk).

### Declaration

I confirm that I have read and understand this policy.

Child's Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Once signed, save this document to your device and email to [nikki@kidsstop.co.uk](mailto:nikki@kidsstop.co.uk)  
Please ensure you save it before sending, otherwise it will return blank.

Version & Issue Date	Signed	Review Date
V2 – Dec 2023	Manager	Dec 2024

As a childcare provider, KidsStop aims to provide a variety of sessions that are affordable and as flexible as possible to suit the needs of the families we provide care for.

This policy aims to transparently outline in detail all charges associated with the different sessions we offer. At KidsStop, we understand that every family's circumstances are different, and we aim to provide as many options as possible to suit those circumstances.

Table 1 outlines the standard sessions we offer to families paying for 100% of their childcare.

<p><b>Full Day Session</b> 9:30 to 14:30 (5 hours) @ £9 an hour 20% Discount <b>£36</b></p>	<p><b>Extended Full Day Session</b> 9:00 to 15:00 (6 hours) @ £9 an hour 10% Discount <b>£48</b></p>
<p><b>AM Session</b> 9:30 to 12:30 (3 hours) @ £9 an hour <b>£27</b></p>	<p><b>PM Session</b> 11:30 to 14:30 (3 Hours) @ £9 an hour <b>£27</b></p>

Table 1

All the prices shown in Table 1 include all consumables, food and any additional resources or activities that we may need to support your child's developmental needs. No further additional charges will be applied.

## Funded Childcare & Education for 2-year-olds and Universal Entitlement for 3- and 4-year-olds.

KidsStop supports the delivery of Funded Childcare & Education for 2-year-olds, the Universal Entitlement for 3- and 4-year-olds, and the Extended Entitlement.

As part of our obligation to successfully deliver the funding, we must transparently outline all our charges to ensure the funding is being delivered fairly and appropriately.

KidsStop is open during term time only, where families will be entitled to the full entitlement of 15 hours per week. For those families wishing to use their Universal funding during term time only, Table 2 outlines when it can be used, and the details of additional charges involved for each session.

<p><b>Funded AM Session</b> 9:30 to 12:30 (3 hours) Additional charge = <b>£5.50</b> Food = £1.00 Consumables = £1.50 Additional activities = £3.00</p>	<p><b>Funded PM Session</b> 11:30 to 14:30 (3 hours) Additional charge = <b>£2.50</b> Food = £1.00 Consumables = £1.50</p>
<p><b>Funded Full Day Session</b> 9:30 to 14:30 (5 hours) Additional charge = <b>£8.00</b> Food = £2.00 Consumables = £3.00 Additional activities = £3.00</p>	

Table 2

During each of the funded sessions, we offer snack along with water, milk, and a selection of fruit which is on offer throughout the day.

Each morning a professional outside company will come into setting to do specialised activities with the children. The activities are tailored to be age specific and to engage the children into an activity that we feel will benefit their progress and development.

Subject to change, the additional activities are yoga, sports, dance, and cookery. For further details please feel free to speak to our team.

### **Extended Entitlement for 3- and 4-year-olds**

For those families wishing to use all their 15 hours a week of Universal and 15 hours a week of Extended funding, 30 hours in total, Table 3 outlines the Extended Full Day Session we offer. This session is exclusive to families entitled to the Extended Funding.

#### **Funded Extended Full Day Session**

9:00 to 15:00 (6 hours)

Additional charge = **£8.00**

Food = £2.00

Consumables = £3.00

Additional activities = £3.00

Table 3

### **Additional Hours**

For those families who would like to use their entitlement, plus additional hours on the same day, the additional hours will be charged at the standard hourly rate, as detailed in Table 1. Additional sessions are charged at the standard session rates, as detailed in Table 1.

### **Flexibility**

We aim to offer flexibility and support to our families so where we can accommodate alternative hours to suit your needs we will. Please speak to Nikki, KidsStop Manager and Admin during the registration process or when your child becomes entitled/eligible for the funding.

If the arrangement of sessions does not quite meet your needs, we are more than happy to look at your requirements and come up with a solution to suit. Please email Nikki KidsStop Manager [nikki@kidsstop.co.uk](mailto:nikki@kidsstop.co.uk) and Cc [invoices@kidsstop.co.uk](mailto:invoices@kidsstop.co.uk)

We are also aware of the diverse needs of children, so therefore we will support individual needs and put reasonable adjustments in place to ensure you and your child are happy whilst at nursery.

### **Summary**

Overall, we feel that structuring the sessions as detailed within this policy, we meet our obligation to be as open, transparent, and as flexible as possible. We also hope that it helps all our families to plan appropriately for the future in these difficult times.

If you have any questions, or if based on the information provided in this policy you would like to adjust, cancel, or add sessions, please email Oliver (admin) on [invoices@kidsstop.co.uk](mailto:invoices@kidsstop.co.uk)

### **Terms of Funding**

Government funding is a payment we receive towards your child's place. It does not cover all costs; therefore, all funded places will be subject to consumable charges which will help towards

all the costs incurred to deliver the service you expect and most importantly deserve. KidsStop must charge consumables on a voluntary basis, therefore if you'd prefer not to or cannot contribute, KidsStop will struggle to cover the costs of its service. If this is the case please speak to Nikki, KidsStop Manager who will discuss this with you.

KidsStop has the right to and will limit the number of fully funded places. Funded places will be offered to families on a first come first served basis, based on the child's enrolment date. The number of funded places will be determined by the funding hourly base rate set by the local authority. The higher the base rate the more funded places we can offer. The funding hourly base rate is subject to change on an annual basis, usually every March. If, once the hourly base rate has been amended and it effects our delivery of funded childcare, you will be informed via email, giving at least a months' notice.

## Updates

As previously mentioned in emails, we will continue to review all prices on a month-by-month basis and keep you updated. Any future changes to this policy will be done with plenty of forewarning where you will again be notified by email.

## List of Consumables

Items considered to be consumables includes, but is not limited to:

Air Fresheners	Hand Sanitiser
Anti-bacterial Spray	Hand Soap
Anti-bacterial Wipes	Kitchen Towel
Aprons	Loose Parts
Batteries	Nappies
Bibs	Nappy Sacks
Bin Bags	Paint
Blue Roll	Paper
Card	Paper Towels
Changing Mats	Pencils
Clay	Pens
Cleaning Cloths	Play-dough
Cotton Wool	Role Play Food
Crayons	Sand
Creams/Ointments	Shaving Foam
Dishwasher Tablets, Salt & Rinse Aid	Soil
Fabrics/Materials	Sun Cream
Floor Mops	Tissues
Flowers	Toilet Roll
Glitter	Washing Up Liquid
Gloves	Wipes
Glue Sticks	

**Declaration**

I confirm that I have read and understand this policy.

Child's Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Once signed, save this document to your device and email to [nikki@kidsstop.co.uk](mailto:nikki@kidsstop.co.uk)  
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V2 – Mar 2024	Manager	Apr 2024