

Kids' Club



@The Firs Lower School

30th June, 2021

Dear Parents/Carers,

Kids' Club Registration form for September 2021 and changes to charging policy.

Please find below the link for our annual registration form to book your child's place for Kids' Club starting September 2021.

To enable Kids' Club to confirm bookings by the end of this school term, 22nd July 2021, **please complete your Kids' Club Registration by Friday 9th July**. Any late registrations may not be looked at until the start of the new school year in September 2021.

[Kids' Club Registration Form, School Year 2021-2022](#)

Please be aware that changes have been made to our charging policy and we now require for you to pay your Kids' Club fees a month in advance. Please see further information below. For more detailed information please refer to the Charge and Remissions Policy which is published on the school website

Booking Kids' Club

Kids' club will give parents / carers the opportunity to complete a registration form to make Kids' Club bookings, prior to the start of the school year. If you would like to amend your booking after you have completed your annual registration, you will need to notify Kids' club via email prior to your monthly invoice being issued. If no amendments are made, we will continue to invoice you for the sessions you requested on your registration form. In cases where an emergency arises or a parent realises the need for care of their child after this point, you can book by contacting Kids' Club by email. This will however be subject to availability.

The setting relies on a regular income to continue operating. It is in the best interests of every child that fees are paid promptly and fully, so they can benefit from consistency of care and routine.

Fees are reviewed by The Firs Lower School Senior Leadership Team and school governors on a regular basis. Parents/carers are advised of any increase to fees in advance of implementation.

The school operates an online payment system "Parentpay" and fees must be settled this way. We also accept payment through Childcare Vouchers and the Government Tax Free Childcare Scheme. Please advise Kids' Club if you are paying using Childcare Vouchers or the Government Scheme (along with any reference codes). We do not accept cash or cheques.

Adam J.G Campbell (Headteacher)

The Firs Lower School • Station Road, Ampthill, Bedford MK45 2QR

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Email: office@firslower.org • Web www.firslower.co.uk



Invoices are issued two weeks in advance at the start of the month that care has been booked, with payment due before the 1st of the month.

Payment will still be required, even if your child is absent from a session, this may be due to sickness or any other reason resulting in the session you have booked no longer being needed. If for any reason your child will not be attending a booked session, please let a member of Kids' Club staff know.

If Kids' club has to close for any reason your money will of course be fully refunded. Any queries regarding fees must be addressed via email to kids.club@firslower.org

Payment of Fees Procedure:

Payment of fees is required to be made by the date due on the invoice.

We understand that occasionally a parent/carer may experience genuine difficulty in paying fees. Any parent/carer who is aware at the outset that this may be the case, must make immediate contact with Kids' Club via kids.club@firslower.org or The Firs Lower School Business Manager via Katherine.Jukes@FirsLower.org. A payment plan may be suggested to the parent/carer at the discretion of the Headteacher. This will be put in writing and sent by Kids' Club via recorded delivery to your home address. Any agreement must be signed by the parent/carer and the Headteacher and returned to the Business Manager.

1. If no payment has been received by the date due a reminder email will be sent from Parentpay to remind parents/carers of the outstanding fees.
3. If no payments are received a week after they were due, a letter will be sent out stating that the child's place is at risk if fees are not paid.
4. A letter will be sent two weeks after the 2nd reminder stating your child can no longer attend Kids' Club until the fees have been paid in full.
5. Failure to pay on time could result in a £5 administration fee for each letter sent being applied to the amount due.
6. Refusal or failure to pay a debt will result in your child's place being withdrawn completely and may also result in a small claims court proceeding.

Yours Sincerely,

Mrs Andrea Stephenson-White

Kids' Club Play Leader