

Kids Hang Out @ Parish

Admissions, Fees and Payment Policy

Kids Hang Out @ Parish provide wrap around care for the children, aged 4-11 years, from Parish Church Primary School and run a holiday club for children from Gainsborough and surrounding areas. We are an Ofsted registered childcare provider.

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 of Parish Church Primary School
4. Children living in the area attending other schools
5. Siblings of children who live in the area attending other schools

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
- Registration form, medical form, booking form, privacy notice, photo permission form
- Link to read club policies

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 registration, medical, privacy notice, booking and photo permission forms, before their children can attend the club.

Bookings can only be made through Kids Hang Out @ Parish

Bookings will only be accepted through the following channels

- Text 07747684545
- Email kidshangout@icloud.com
- Via Facebook messenger

Please do not contact the school office as bookings cannot be taken by school staff.

Bookings must be made by 6pm on the previous Friday for the week ahead and must be paid for in full by Friday 6pm before children can be added to the register.

We cannot accept any bookings after this time. This is non negotiable as staffing and food need to be finalised for the week ahead, for this reason sessions will also be **non refundable**. **Cancellations** must also be made by 6pm Friday to avoid being charged for sessions.

Reminders will be sent by messenger/text/email the week before.

Payment

Payment for the week ahead must be made in full before children can attend, this is **non refundable** if sessions are missed. Payments must be made before Friday 6pm to secure a place for the following week.

Breakfast Club runs every morning in term time from 7.30am – 8.45am. The cost is £3.25 per session and includes breakfast.

After School Club runs everyday during term time from the end of the school day to 6.00pm

The cost is £5.75 per session

This includes a snack and drink.

Holiday Club is open throughout all the school holidays except Christmas and bank holiday Mondays. The club runs from 8.30am – 5.00pm.

8.30am-5.00pm £23.00

9.00am-4.30pm £20.00

Flexible 5 (any 5 hours between 8.30am-5.00pm) £15.00

This policy was adopted by: Kids Hang Out @ Parish	Date: 2 nd January 2025
To be reviewed: 2 nd January 2027	Signed: Deborah Austin Donna Smith