



ADMISSIONS POLICY AND TERMS OF MEMBERSHIP (2026-2027)

The aim of Kids Club is to provide childcare for before and after school and during the school holidays for children between the ages of 3 and 11 years old. Kids Club is a safe and happy environment for children to learn and have fun.

We expect all parents and children to adhere to our admissions policy and our terms of membership.

We reserve the right to terminate membership if it is deemed necessary.

Kids Club is open to children within the St Neots community between the ages of 3 and 11 years old who:

- Attend Crosshall Nursery
- Attend Crosshall Infant School
- Live in the wider community including attending Crosshall Junior School

Kids Club is open during term time as well as the school holidays.

Bookings

- To register for a place a membership form needs to be collected from Kids Club, completed, signed and returned before an application can be considered.
- Your membership will be confirmed via email kidsclub@crosshallinfant.co.uk.
- An email will be sent to the parent/carer to confirm the offer of a place/placed on a waiting list with a start date. Before and after school sessions operate during term time only.
- Ad hoc enquiries and bookings will be subject to availability to Kids Club members.
- All sessions will need to be paid for regardless of attendance.
- Bookings required for any school holidays will need to be made separately via an email. Bookings open for holiday club on the first day of each half term. This is on a first come first served basis.
- Any Amendments to bookings can be made after the first term. After this time a months notice in writing/via an email will be required. The month of August may not be used as a notice period. Therefore amendments for September intake must be made a month prior to this.

Admissions

The maximum number of children we can admit into Kids Club is set at 58 children. This is based on the size of the building and to ensure we adhere to the legal adult to child ratios.



In the event of over subscription the following criteria will be adhered to.
Day member = attending before school and afterschool sessions on the same day

1. Priority will be given to current 5, 4 and 3 day members who will automatically be sent a letter asking if they wish their membership to continue in the following year.
2. The children of the staff of Crosshall Infant School.
3. Siblings of current 5, 4 and 3 day members .
4. New nursery children 5, 4 and 3 day members
5. Reception children 5, 4 and 3 day members
6. New 5, 4 and 3 day members .

Any additional spaces will be offered on a first served first served basis as availability allows.

A waiting list will be held in the above order and according to the above criteria should a place become vacant for any reason.

Membership is on a yearly basis only. Places are allocated each summer according to the above criteria.

Payment of Fees

- Invoices will be sent out via Bromcom on a monthly basis
- Fees can be paid using the MCAS app or Work Place Child Care Vouchers.
- Nursery children will receive an invoice with all Kids Club hours detailed.
- Fees will not be charged if the Kids Club is not open due to extreme weather conditions (including snow and heat).

Costs

The fees are reviewed in September of each year. Please check membership forms for up to date prices. An annual membership fee is charged.

Equal Opportunities Policy

Kids Club is available to provide care for all children using the admissions criteria regardless of gender, cultural background, disability or religion and we will honour and respect everyone.

Collection Arrangements

Your child will not be allowed to go home under any circumstances without a parent or someone appointed by a parent. Always let us know if someone different is collecting your child. If someone turns up to collect that Kids Club are not aware of then we will contact you. Therefore, please ensure that all emergency contact numbers are up to date.



Child Absence

It is essential that you inform the Kids Club team if your child is going to be absent and miss a booked session. Any absences will need to be reported directly to Kids Club at Kidsclub@crosshallinfant.co.uk. A charge will still be incurred for the session.

Late Collection

All children must be collected by 6pm. There will be a late collection fee for **every** child that is collected after their booked time. **£5.00 per child is chargeable for EVERY 15 minutes after the booked time before 6pm. After 6pm the charge will be £10.00 per child for every 15 minutes late.** Persistent late collection may result in other action being taken. If a child is not collected within half an hour of their booked time and we cannot contact the parents or other emergency contacts on the membership form then Social Care will be contacted.

Behaviour Policy

We expect the children to be responsible and courteous to each other and all adults. They are expected to follow the Golden Rules and any instructions that they are given.

The Kids Club Manager will follow up any concerns with Parents/ Carers.

Termination of membership

One months notice on either side must be given to terminate the membership or where the long absence of a member is foreseeable.

If you consistently book spaces which you do not use, Kids Club has the right to withdraw the offer of a place.

Health and Hygiene

We are not registered to provide nappy changing. The expectation for children starting at Nursery when they are three is that the majority of children will be toilet trained and that the small minority of children who are not dry during the day will have started toilet training.

Funding

It is the responsibility of parents to pay for places at Kids Club. Funding may be available from tax-free childcare vouchers and Early Years Funding.

It is the nursery parents' responsibility to ensure the eligibility code for 30 hour funded places is supplied and updated termly. Failure to do so could result in loss of funding for that term.



Please be aware: Any funded hours claimed at other settings (including holiday clubs) prior to starting at Crosshall Nursery, may impact on the number of hours that can be claimed in the next term with us. When Crosshall Nursery is notified by the Early years team that there has been an over claim of funded hours, the reimbursement of these hours will need to be repaid. The school will work with families to assist with any repayment plans to accommodate this.

Reviewed June 2026