

CAMBRIDGE KIDS CLUB @ BOURN
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PROSPECTUS

Cambridge Kids Club @ Bourn

Cambridge Kids Club (CKC) is a specialist wrap-around childcare provider for Cambridge. We currently operate three clubs offering breakfast, afterschool and holiday clubs - CKC @ St Luke's, CKC @ Queen Edith's & CKC @ Meridian. All of our clubs have been rated "GOOD" by Ofsted. Our aim is to deliver the highest standard of care, at an affordable price.

We have been invited by Bourn Park Primary Academy to setup and operate an afterschool club starting in September 2014. Our aim is to extend this service to a breakfast club as soon as feasibility possible. We will then look at setting up a holiday club if there is sufficient demand.

We will operate throughout the school year to ensure that parents may pursue their careers safe in the knowledge that their child is in a happy and secure environment.

Venue

Bourn Primary Academy, Riddy Lane, Bourn, Cambs, CB23 2SP

The club will be based from the Art school, main hall and extensive outside play area.

What the Club offers

Fully supervised care at the end of the school day and during school holidays for children aged 4-14. A member of staff is available to help the children with any homework or project work although our intention is to provide a relaxing and friendly atmosphere in which children may participate in arts and crafts, play games, read or chat amongst themselves in a safe and secure environment. Planned activities are age group related. A nutritious tea will be provided consisting of drinks, savouries, sandwiches and fruit.

Children are more than welcome to attend a holiday play scheme at any of our other settings.

Parent Partnership

Parents are at liberty to spend time with their children at any time during the sessions provided that it does not unsettle the child. The Club Leader, The Out-of-Schools Club Co-ordinator and the Proprietor are always ready to discuss your child's progress and deal with any concerns you may have.

Each month we circulate a newsletter providing parents with up-to-date information on what is going on within the Cambridge Kids Club and matters of general interest.

The Club has formulated a set of policies relating to its approach towards issues such as anti-discrimination, child abuse, staff selection etc. Please feel free to ask for a set of these policies that will, in any case, be provided upon your enrolling your child.

Parents are encouraged to offer their time to take a session at the Club should they have any expertise or special interest which the children might enjoy hearing about.

Collection

Should you wish us to collect your child from school we can do so either by one of our staff on foot, in our minibuses or a member of staff in one of our own cars. There is a reduced fee if parents of children aged 11+ consider that they are safe to make their own way to the Club. *We may consider a drop back service on special requests.*

CAMBRIDGE KIDSCLUB LTD

TERMS & CONDITIONS

The current fees are set out in a separate schedule. To request a place please return the enrolment form with the registration fee. The registration fee of £20.00 is non-returnable unless you withdraw the registration before we have offered you the start date you have requested or a suitable alternative.

As soon as we are able to confirm a start date we will write offering you a place. Twelve weeks prior to that start date you will be asked to confirm in writing the place offer or your refusal of it. Included with our letter will be an invoice for the deposit. The deposit must be received by us no less than 8 weeks before the start date in order to secure the place. **If you have accepted the place and cancel the place less than 1 month before the start date the deposit will still be payable.** The deposit is refunded on your final invoice when your child leaves assuming the requisite notice has been provided.

If the start date you request is less than 8 weeks from the date you sign the enrolment form, the form will be treated as a firm request for a place which, once accepted by ourselves, will commit you to our terms and conditions including the notice period and terms and conditions for payment.

1 NON-ATTENDANCE

A booking for the breakfast or after-school club is assumed to run continuously unless we have been given 1 calendar month's notice in writing of any permanent change. **There is no remission of attendance or collection fees for non-attendance at pre-booked sessions nor for occasional pre-arranged absences during a booking period.**

2 ABSENCE OR CHANGES IN THE USUAL ARRANGEMENTS

Parents must inform us by mid-day of any absence or changes in the usual arrangements. We reserve the right to impose a surcharge if we have not been informed that your child(ren) is not attending.

3 ADDITIONAL SESSIONS (Ad-hoc bookings)

Parents may request sessions additional to those pre-booked which we will be pleased to offer, at our ad-hoc booking rate, subject to availability of space.

4 NOTICE

1 calendar month's notice must be given in writing of any permanent cancellation of booking or reduction in the number of sessions booked. **Full fees must be paid during the period of notice whether your child attends or not.**

A place or place offer may be withdrawn in exceptional circumstances without notice or explanation.

5 HEALTH

The Club must be notified if the child is ill or has been in contact with infectious diseases.

6 PAYMENT OF FEES

For children attending the breakfast club or after-school club a deposit of £100.00 will be charged at registration time. The deposit will be offset against your final invoice. Fees for breakfast club or after-school care are payable monthly in arrears and must be paid by the 1st of the month.

Any fees not received on the due date are subject to a surcharge of 10%.

For children attending occasionally during school holidays fees are payable in advance of the start date.

Except: (1) Where there is a standing order setup
(2) Where fees are to be paid by a recognised childcare voucher scheme

7 SECURITY

Children will only be allowed to leave with a recognised parent or guardian. If anyone else is to collect a child, authorisation signed by the parent or guardian must be presented. Children aged 11+ will be allowed to leave on their own only with the permission of their parent or guardian. Anybody else collecting your child, at anytime, will need the unique password.

8 COLLECTION FROM SCHOOL

Our responsibility for your child commences when he/she has arrived at the Club or, if being collected from another school, when he/she has been handed over to us or the taxi driver by a representative of the school. Where a child aged 11+ makes its own way to the Club our responsibility commences on its arrival. If, however, the child is more than 15 minutes later than its estimated time of arrival we will take steps to establish contact.

9 LATE COLLECTION

Children must be collected on time. Failure to do so will incur an additional charge.

10 TRANSFER OF DETAILS

In the rare instance of the club being passed onto a new proprietor, if it assumed you are happy for us to transfer your contractual agreements and child files to a new proprietor. We will endeavour to consult with all parents / guardians prior to any transfer and not pass on any details which you are not happy with. All terms and conditions under your contract with us would remain unchanged and your rights will not be affected.

11 CHANGES TO TERMS AND CONDITIONS

We reserve the right to alter these terms and conditions at any time.

IF YOU WOULD LIKE OUR INFORMATION PRODUCED IN ANOTHER LANGUAGE OR IN LARGER PRINT PLEASE LET US KNOW.

FINANCIAL ASSISTANCE TOWARDS CARE & EDUCATION

System effective from April 2011

Childcare Vouchers

From April 2011, for basic rate tax payers the employer will be permitted to pay up to £55.00 per week towards the cost of registered childcare while for higher rate tax payers will be limited to £28 per week, without this sum being added to pay for Income Tax and National Insurance purposes.

Please get in touch if you have another voucher company we are not currently registered with.

Childcare Voucher Company	Our registration Number / Details
All Save	To be confirmed
ComputerShare / Busy Bees	To be confirmed
Kiddivouchers / NW Brown / Fair Care Services	To be confirmed
Fideliti /	To be confirmed
Edenred.com / Accor Services / Accorservices	To be confirmed
Kidsunlimited	To be confirmed
sodexopass.co.uk	To be confirmed
CARE-4	To be confirmed
Co-operative	To be confirmed

Childcare Tax Credit

In addition to childcare vouchers, parents may be entitled to the *Childcare Tax Credit* which pays towards the cost of pre-school, after-school and school holiday care. Parents must either be single or, when married, **both parents must be working**. The final amount of benefit depends upon income.

From April 2011 parents may claim up to 70% of childcare costs up to a maximum of £175.00 per week for one child and up to 70% of childcare costs up to a maximum of £300.00 per week for 2 or more children.

Child Tax Credit

From April 2011 a number of changes have taken place on the Child Tax Credit (CTC). Parents may continue to receive Income Support, Jobseekers Allowance and Child Benefit.

Child tax credits are available to families who have an income of up to £58,000 per year. There are also a higher payment for families who have at least one child under one year old and for families with children that have a disability.

If you would like to check if you qualify for tax credits please go to the following URN:

<http://www.hmrc.gov.uk/taxcredits/start/who-qualifies/quick-questionnaire.htm>

When claiming you should state the name of the nursery or after-school club and provide its Ofsted number. For your information these are:

Cambridge Kidsclub @ St Luke's	EY431599
Cambridge Kidsclub @ Queen Edith's	EY431630
Cambridge Kidsclub @ Addenbrooke's	EY431630

That same website has a calculator which will enable you to get an estimate of your actual credit available.

Any parent who would like our help in obtaining an estimate or claiming is welcome to call us on 07960 412716 to arrange a time for us to log on to the calculator for them.

For further advice the Inland Revenue Helpline number is **0845 300 3900** or you may text **0845 300 3909** There is also a Disabled Persons Tax Credit Helpline **0845 605 5858**.

Cambridge Kids Club @ Bourn Fee Schedule: 2014 - 2015

Fees from September 1st 2014*(see below)

Registration fee (non-refundable):	£20.00
Deposit (refundable) -after-school club only:	£100.00
Late collection surcharge (per minute):	£0.50

Fees from September 1st 2014*(see below)

AFTER-SCHOOL CARE

	<i>pre-booked</i>	<i>ad-hoc**</i>
Per session (3.15pm to 4:.30pm)* <i>(For parents eligible for full Childcare Tax Credit this is the same as</i>	£ 7.50 £ 2.25	£ 8.50 £ 2.55)
Per session (3.15pm to 6.00pm)* <i>(For parents eligible for full Childcare Tax Credit this is the same as</i>	£ 11.00 £ 3.30	£ 12.00 £ 3.60)

Please make any cheques payable to Cambridge Kidsclub Ltd

If not paid by direct debit, all fees must reach our account by the first working day of each month. Fees not paid on the due date are liable to a surcharge of 10% per month.

* Although we reserve the right to revise fees at any time, we usually revise fees on September 1st of each year

** *ad-hoc* - bookings outside your regular booking pattern