



**ALL STARS AFTER SCHOOL CLUB**  
[www.allstarsclub.co.uk](http://www.allstarsclub.co.uk)



## **ADMISSIONS, BOOKINGS AND FEES POLICY**

### **1. General statement of policy**

All Stars is committed to providing a fair and open admissions system that offers a competitively priced and good value service. As a provider of registered childcare, we both encourage and actively support eligible parents/carers claiming and taking up the childcare element of the Working Tax Credit.

### **2. Procedures**

#### **2.1 Admissions**

All Stars admits children for club activities and/or childcare who attend Copplestone Primary School. By agreement, children of primary school age who do not attend Copplestone Primary School (eg, they are homeschooled) but are siblings of children at the school will be admitted to the club.

Children from Rainbow Class are admitted to All Stars for childcare only, and cannot be booked into activity sessions.

#### **2.2 Registration**

All parents/carers enquiring about a place for their child at All Stars will find the information they need, including details of admissions and fees, on the All Stars website. Information is also available from the club. If the parent/carer agrees to abide by all the terms and conditions of admission, including the level of fees and arrangement for payment, they will be asked to complete and sign the All Stars Registration and Consent Form before a place can be confirmed for their child. This form includes information about any allergies or medical concerns and consent for emergency medical treatment. Registration records will be kept for at least two years.

#### **2.3 Booking club sessions (club activities or childcare only)**

Bookings for club activities and/or childcare cannot be confirmed until the child is registered with All Stars (see 2.2). Bookings are made for half a term at a time.

Children must be booked into club activities and/or childcare only in advance using the All Stars Booking Form. This can be done online via the All Stars website [www.allstarsclub.co.uk](http://www.allstarsclub.co.uk) or by posting the completed All Stars Booking Form to the All Stars Office, Copplestone Methodist Church, Copplestone, Crediton, Devon, EX17 5NH. *NB All Stars will only accept bookings which are made using the All Stars Booking Form, except in the case of 'very late' bookings – see 2.4.*

## 2.4 Late bookings

All bookings made after the published cut off date will be subject to a late booking charge of £1.00 per booking.

The following procedures will apply in the case of late bookings:

<i>Late bookings for activities (up to 3 working days)</i>	<ul style="list-style-type: none"><li>• Places for <u>club activities</u> cannot be guaranteed when booking later than the published booking cut off date.</li><li>• Bookings for <u>club activities</u> can be made after the cut off date until 3 working days before the requested session via <a href="http://www.allstarsclub.co.uk">www.allstarsclub.co.uk</a> or email. The deadline for postal bookings is 1 week prior to the requested session. The All Stars Booking Form must be used.</li></ul>
<i>Late bookings for childcare (up to 3 working days)</i>	<ul style="list-style-type: none"><li>• Bookings for <u>childcare</u> can be made after the cut off date until 3 working days before the requested session via <a href="http://www.allstarsclub.co.uk">www.allstarsclub.co.uk</a> or email. The deadline for postal bookings is 1 week prior to the requested session. The All Stars Booking Form must be used.</li></ul>
<i>Very late bookings for childcare (within 2 working days)</i>	<ul style="list-style-type: none"><li>• Where places for <u>childcare only</u> are required at very short notice (ie, within 2 working days of the session), parents/carers are asked to phone the school office who will adjust the register for the day. <i>NB This facility for very late booking is NOT available for booking club activities.</i></li></ul>

## 2.5 Session prices

All Stars runs two sessions each evening.

Session 1 (3.45-4.45pm): activities

Session 1 (3.45-4.45pm): childcare

Session 2 (4.45-5.30pm): childcare.

Prices for each session are published on the website [www.allstarsclub.co.uk](http://www.allstarsclub.co.uk) .

Prices are reviewed annually in the light of the club's financial position, its future strategic plans and any other relevant considerations.

## 2.6 Payment of fees

Once a booking form has been received by All Stars, the parent/carer will be invoiced directly for the payment of the half term's fees, payable within 14 days. **Bookings for All Stars sessions are only confirmed once payment has been received. If the payment has not been made a child will not be able to attend the club.**

Late bookings will be invoiced at the end of each half term.

## 2.7 Additional charges

### *Late bookings*

All bookings made after the published cut off date will be subject to a late booking charge of £1.00 per booking.

### *Late collection of children*

We will levy a minimum charge of £15.00 per child for children not collected by 5.30pm, to cover the additional time worked by our staff.

## 2.8 Further payment information

All Stars is unable to refund sessions missed by a child due to illness or other unforeseen circumstances.

If All Stars has to close due to staff illness or absence, severe weather conditions or in a situation where the school cannot open due to risk to the health and safety of the children or staff, a reimbursement or offer of replacement sessions will be made.

Parents/carers should contact the All Stars Office at [admin@allstarsclub.co.uk](mailto:admin@allstarsclub.co.uk) or 07527 101219 if they have any query about the Admission, Bookings and Fees policy, or if for any reason they are likely to have difficulty in making a payment on time.

## 2.9 Profits from All Stars charges

All Stars is a not for profit organisation. Any profits from the All Stars After School Club will be used to resource and develop the club.

## 3. Related All Stars documents

Registration and Consent Form  
Booking Form

**Date:**            **January 2015**

**Signed:**

**Reviewed:**    **August 2015**

**Signed:**