

# **Future Stars Coaching**

## **Admissions and Fees Policy**

Future Stars Coaching is registered with Ofsted. We provide care for children between the ages of 4 and 11 at primary school.

We are able to accept children who have started school (they must be in Reception to go to our clubs) aged 4 and above, to the summer at the end of Year 6. Unfortunately, if your child has not started school, they are unable to attend our clubs.

However, Future Stars Coaching will assess the needs of children who have deferred entry to school, but are still of legal school age, to ensure we can provide a bespoke package - subject to risk assessment. This will be offered on a case-by-case basis.

Places are offered on a first-come first-served basis. When all places have been filled, a waiting list will be established.

### **Registration**

When 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** policy
- **Behaviour Management Policy** (on website)
- **Complaints Policy** (on website)

Where appropriate, we would also request information for the safety and safeguarding of children at our clubs. This could include:

- Online registration form, medical form, booking form, privacy notice, photo permissions

If a place is available, the child will be able to attend the Club as soon as the online booking forms are completed.

If no places are available, the parent will have the option to add their child's name to the waiting list via the booking site. As soon as suitable places become available parents will be informed via email.

### **Booking procedure**

Parents must complete the necessary paperwork, i.e. registration, medical, privacy notice, booking and photo permission forms, before their children can attend the club.

Children must be booked into Future Stars' Breakfast and Wrap Around Care Clubs to attend them. If they are not booked, in they are unable to attend. For Wrap Around Care, we will follow the school's late collection policy and we will not be able to accept responsibility of care for your child.

Booking children into a Breakfast Club is open online until 5 minutes before the session starts. Booking for a Wrap Around Care Club is open online until 9am the day of the booking. The on-line booking time is subject to change depending on venue schools.

- **Annual place (Sports Zone and Mini-Stars):**

Once booked, if a child does not attend for any reason, you will still be charged for this place. If you wish to cancel the place altogether, one week's notice in writing is required.

## Fee structure

The Club recognises that childcare can be costly, so we encourage eligible parents or carers to claim the childcare element of the Working Tax Credit/Universal Credit (this can be done via the Direct Gov website). We are also registered to accept childcare vouchers and with the Tax-Free Childcare scheme.

- Fees are payable within 30 days of making a booking if using childcare vouchers or HMRC tax-free childcare scheme. If booking using with debit card, they are payable immediately
- Fees can be paid by electronic transfer, childcare vouchers, regular subscription (for Sports Zone/Mini Stars Clubs)
- There is a late collection charge of £5 for the first 15 minutes, then £10 every quarter of an hour after that, which will be payable immediately
- Fees are charged for booked sessions whether the child attends or not (see Cancellation Policy held on our website for more details)
- We offer a 10% discount for siblings for select tickets
- There is a late booking fee of £3 should you wish to book after the online cut-off time has passed

## Payment of fees

Fees are reviewed annually. Future Stars will consider requests for variation to payment terms on an individual basis. Anyone making these requests should contact the Office Manager at the earliest opportunity. Any queries regarding fees should be directed to the office.

If fees are not paid, Future Stars will write to the parent or carer, requesting payment. If the parents or carers are having difficulty making the payment on time we recommend that they arrange a call with the manager as soon as possible.

Where there is no explanation for repeated late payment, the Office Manager will contact the parents or carers to discuss payment options. The Office Manager may issue a formal warning to the parent or carer informing them that continued late payment will result in their child's place at the club being withdrawn.

If the fees remain unpaid after all the above options have been explored, Future Stars may have to cancel the child's place.

This policy was adopted by [Future Stars Coaching](#)  
Date: January 2023

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2021): Safeguarding and Welfare Requirements: Information and records [3.67-3.77]*