

St Paul's Stars Breakfast and After School Club Committee

OFSTED URN 110674
Registered Charity No. 108 7223



Admissions and Fees Policy

St Paul's Stars Breakfast and After School Club is registered with Ofsted; our registration number is 110674. We provide care for up to 60 children each day between the ages of 4 and 11, serving the children of St Paul's Catholic Primary School. Spaces at the club are limited due to health and safety and legal requirements.

Registration and bookings

The club uses a bookings system provided by Kids Club HQ. To book a place at the club, parents will be required to register for an account with Kids Club and through this will be able to make all bookings for Breakfast and After School Club.

Accounts can be set up at the following link. For more information see the BASC pages on the School Website:

<https://stpaulsstarsbreakfastandafterschoolclub.kidsclubhq.co.uk/login#/home>

Once parents have set up an account, you will be able to put in a contract request (for the same sessions each week) or book individual sessions on an ad hoc basis. When we receive your contract request, we will check availability and either approve all or part of the request or suggest alternatives where we do not have availability.

We currently still require some forms to be completed by hand, these will be provided to you by the playleader, along with other relevant club information, including the club handbook and details of all club policies.

If a place is available, the child will be able to attend the Club as soon as the completed forms are received, and bookings confirmed.

Booking procedure- allocation of places.

The Kids Club HQ system allocates contract places first- these are regular bookings that are the same each week. If you wish your child to attend the same sessions each week, we advise you to book this via a contract to secure their place. NB contract requests need to be reviewed and approved before the booking is confirmed, therefore they are not suitable for last minute bookings and should be requested at least one week in advance of the contract start date.

After contracts the remaining spaces will be available for individual bookings and can be booked at any time up to 24 hours before the start of the session. However, if you wish to secure an individual booking we advise you to book this as soon as possible.

New starters will be provided with information about the booking system along with their new parents information and will be able to set up an account and book their child's place in advance of them starting at St Pauls. During the summer places will become available as children in year 6 leave.

Non-attendance, changes and cancellations

Once booked, if your child does not attend for any reason, you will still be charged for this place. This includes school closure days (e.g. because of inclement weather), when the school

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makes the premises unavailable to the Club. This is due to staffing and food costs which will already have been incurred.

Contract changes

If you have a contract agreed which you need to change or cancel, then please email the club at least one month in advance so we can make the necessary changes, and to ensure invoices are accurate. Parents of year 6 leavers will need to cancel their contracts before the end of the summer term.

Bookings changes

If you wish to make a change to an individual (ad-hoc) booking, please let us know and we will consider this on an individual basis. If a session has already been paid for then the fees for this session can be held in your account as a credit and used for a subsequent booking.

Fee structure

Club fees are £4.00 per session for Breakfast Club and £10.00 per session for After School Club. 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. We are also registered to accept childcare vouchers for those in existing schemes, and Tax-Free Childcare for those who are eligible.

- Fees for contracts are payable monthly in advance, while bookings will be invoiced at the time of booking.
- Payment options can be found within the Kids Club HQ system, and include BACS, childcare vouchers, Tax-Free Childcare,
- There is a charge of £15 per 15 mins late for late collection, which will be added to the child's account
- Fees are charged for booked sessions whether the child attends or not

Club fees are reviewed annually by the Management Committee.

Payment of fees

The Club will consider requests for variation to payment terms on an individual basis. Anyone making these requests should contact the Playleader at the earliest opportunity. Any queries regarding fees should be directed to the Playleader in the first instance.

Outstanding fees

Outstanding fees will be identified each quarter. If fees are not paid, the Management Committee 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 meeting to discuss this with the Playleader as soon as possible.

Where there is no explanation for repeated late payment, the following process will take place:

1. The Playleader will contact the parents or carers to discuss payment options.
2. The Management Committee will issue a formal warning to the parent or carer informing them that continued late payment may result in their child's place at the Club being withdrawn.

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3. If the fees remain unpaid after the above options have been explored, the Management Committee reserves the right to cancel the child's place

This policy was adopted by St Paul's Stars Breakfast and After School Club	Date: 14 December 2023
To be reviewed: annually	Signed: Sarah Armstrong-Stacey Chair of the St Paul's Stars Breakfast & After School Club Management Committee

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2017): Safeguarding and Welfare Requirements: Information and records [3.68-3.71]*