

Admissions and Fees Policy

ASD Stars is specifically tailored for autistic children aged 5 to 11. Places are offered on a first-come, first-served basis. When all places have been filled, a waiting list will be established, with the following order of priority: 1. Siblings of children already attending the club, and 2. Those requiring the greatest number of sessions/hours per week.

Registration

Registration Process When parents or carers inquire about available spaces, they will receive comprehensive Club information, including:

- Availability of spaces
- Details of the Admissions and Fees policy
- Registration form, medical form, booking form, and photo permission form will be sent upon confirmation of booking.

If a space is available, parents will receive a confirmation email to confirm the booking. If no spaces are available, parents will be notified, and the child's name will be added to the waiting list. As soon as suitable spaces become available, parents will be informed.

Booking Procedure

Parents must complete the necessary paperwork, including the contract, registration, medical, booking, and photo permission forms, before their children can attend the club.

Once booked, if a child does not attend for any reason, the parent will still be charged for the space. If the booking needs to be cancelled entirely, 48 hours' notice is required.

We understand that children can fall ill overnight, so a voucher will be issued for use in the next holiday club, but no refund will be issued.

Fee Structure

Fees for 2024

Description	Charge
Hourly Rate	£11/hour
Daily Rate	£66/day
Total for 3 Days	£198

Late Collection Policy

Any collection after 4:00 pm will incur a charge of £5.00 per 15 minutes, payable upon collection.

The Club understands that childcare expenses can add up, so we strive to keep our prices competitive. Currently, we do not accept childcare vouchers.

- Fees are to be paid in advance via PayPal or BACS.
- Cash or card payment on the day is also an option.
- Late collection incurs a charge of £5 per 15 minutes, payable upon collection.
- Fees are charged for booked sessions regardless of whether the child attends.
- We offer a 20% discount for siblings.

Payment of Fees

Fees are reviewed annually. Requests for variation to payment terms will be considered on an individual basis. Those making such requests should contact the manager at their earliest convenience. Any fee-related queries should be directed to the manager.

In cases of unpaid fees, the Club will contact the parent or carer, requesting payment. If difficulties arise in making timely payments, arranging a meeting with the manager is recommended.

Repeated late payments without explanation may result in a formal warning from the manager, informing the parent or carer that continued late payment could lead to their child's place at the Club being withdrawn.

If fees remain unpaid after exploring all available options, the Club may need to cancel the child's place.

This policy was established by: ASD Stars	Date: 20/10/2024
To be reviewed: 1/09/2026	Signed:

Written in accordance with the Statutory Framework for the Early Years Foundation Stage (2017):
Safeguarding and Welfare Requirements: Information and records [3.68-3.75]