



STAR CLUB

ADMISSIONS:

Applications for September 2019 STAR Club places must be made by **Friday 1st July 2019**.

Places are allocated on first come first served basis. Unsuccessful or late applications will be placed on a waiting list. STAR Club will make every effort to accommodate the sessions that you need.

Please complete the booking form below:

Star Club Booking Form

Please indicate which hours you wish your child to attend.

Name of Child(ren):

Class:

Week Beginning:															
	Monday			Tuesday			Wednesday			Thursday			Friday		
Before School	1 hr inc. breakfast			1 hr inc. breakfast			1 hr inc. breakfast			1 hr inc. breakfast			1 hr inc. breakfast		
After school	1 hr	2 hrs	2.5 hrs	1 hr	2 hrs	2.5 hrs	1 hr	2 hrs	2.5 hrs	1 hr	2 hrs	2.5 hrs	1 hr	2 hrs	2.5 hrs

(Please tick one of the boxes below)

SESSIONS £4.00 PER HOUR

- For the week only
- For the calendar month
- For the term
- For the year

Does your child attend any Ardley Hill Clubs which we need to take them to or collect them from i.e, swimming etc?

Name of person collecting:

Contact No:

We will contact you if these sessions are not available.

Please see reverse of form for the payment and late policy

PAYMENT TERMS:

- Invoices are sent out at the beginning of each month.
- Non-payment of invoices could mean your child's place is lost.
- Payment must be made within 21 days.
- It is the parents responsibility to cancel any STAR Club bookings if your child is due to attend a school trip or after school activities.
- If the fees are not paid then the Late Payment Procedure will be applied.
- Refunds will not be given for a cancellation within STAR Club, if there is a cancellation credit will be allocated to next month's invoice.
- Refunds will only be given when the child leaves Ardley Hill Academy.

LATE PAYMENT PROCEDURE:

- If you have an overdue balance on your invoice a reminder letter/email will be sent out. You have a set number of days to make a payment.
- If payment has not been made in the timeframe stated a red reminder letter will be sent out stating that your child's place is at risk if fees are not paid.
- If the overdue payment has still not been paid by the date stated on the red reminder letter you will receive a final reminder letter and your child's place will be suspended until payment is made in full.
- Refusal or failure to pay a debt may result in small court claims proceedings.
- Pre School, STAR Club and Holiday Club follow the same debt procedures therefore if you have any debt in any of these you will not be able to access others.
- Holiday Club payments are made in advance as directed by the Manager.

LATE COLLECTION FEE:

- If you are late collecting your child from the Academy, Pre School, STAR Club or Holiday Club there will be an additional late charge fee of £5.00 per 15 minutes per child.

STAR Club Ad-hoc bookings:

- Any Ad-hoc bookings need to be paid via TUCASI in advance.

CANCELLATIONS:

- If you would like to cancel sessions in STAR Club you have **5 working days prior to the session.**
- Please note you will not be permitted to cancel **more than 10%** of your booked sessions in one month (for example, if you have booked 10 sessions for the month, you will only be permitted to make one cancellation).

Please sign below to say you have read and understood the terms and conditions for STAR Club.

Signature:.....

Date:.....