

Terms & Conditions

Registration

All registration and consent forms must be completed and returned with a **non-refundable** deposit of £100 before a child can start the club. The deposit will be deducted from the first invoice.

Change of registration Details

It is the Parents responsibility to inform us of any changes of information or if any medical conditions alter in the future.

Cancellations/Extra Sessions

We require 4 weeks notice to cancel a registered place and 2 weeks notice if sessions need to be re-arranged otherwise full fees are payable.

Regular pre-paid sessions must be paid for if child is present or absent. Pre-paid sessions cannot be swapped. Additional sessions may be taken up if places are available and paid for on booking. If an extra session is booked but cancelled within 48 hours of booked date then full refund will be given.

Drop Off/Collection of Children

Parents must sign the signing in book at Breakfast Club and the signing out book at After School Club. If children are not collected by the official closing time of 6pm a penalty of £10.00 per 15 minutes will be charged.

Absence

If your child will not be attending our after school club on the day of a pre-booked session we must be informed by 2.00 pm of that day.

Security

Under no circumstances will a child be allowed to leave to anyone unknown to the club staff unless previously arranged by the parent/carer.

Payment of Fees

Fees are invoiced half termly and payable in advance by ParentPay or childcare vouchers. Please note we are unable to accept cash.

Increase in Fees

We reserve the right to review the fees annually

Emergency Closure

In the event of a closure of the provision beyond our control, we cannot refund any due fees for such closures.

Insurance

We have extensive insurance cover including Employers and Public Liability which is displayed prominently in the School Entrance.

Accident Procedures

We reserve the right to administer basic First Aid treatment when necessary. Parents will be informed of all accidents and will be required to sign the Accident Form. For accidents of a more serious nature involving hospital treatment, all attempts will be made to contact the parents but failing this the club requires consent to act on behalf of the parents to authorise any necessary treatment.

Medicine Consent Forms

We will administer prescribed medicines if parents complete the relevant medicine consent forms. Please note only **prescribed, medication clearly labelled with your child's name** can be administered.

Illness

Parents are requested not to send their child if they are not feeling well enough to attend. We reserve the right to contact parents if their child becomes ill during the session. Parents are requested to inform the club if their child contracts any normal childhood ailment or disease. We must be informed of any illness which may prove dangerous to other children. No discounts are given for absence due to illness unless by arrangement for longer term illness.

Safeguarding Children

In the case of any suspected abuse of children, it is our duty and legal requirement to report our concerns to Social Services immediately.

Sharing Information

We work in a multi-agency environment and we expect to seek advice from multi-agency professionals from time to time to ensure the quality of childcare offered. If this is in relation to your child, we will contact you directly to seek informed written consent prior to consultation

Personal Belongings

We cannot be held responsible for loss or damage to personal property whilst in attendance at the Club

Allocation of places

Places are limited, priority is given to children with siblings already attending, any other places are allocated on a first come first served basis.