

TERMS AND CONDITIONS

Confirmation of Place

Your booking will be complete once the registration form has been signed and returned to the After-School Club along with the payment of agreed deposit and a registration fee. Your deposit will be returned or offset against your final payment when your child leaves the setting. Unfortunately, should you cancel the place, the deposit will be non-refundable due to the fact that we have had to turn away another family to secure the place.

Your child's place will be confirmed in writing. This confirmation will include details of your child's allocated sessions and commencement date.

Fees and Financial

Once a place is accepted, and prior to your child attending, one month's fees are payable which is debited against your first invoice.

The After-School Club is closed at weekends, Bank Holidays and for Inset Days.

The After-School Club fees are already adjusted fees, to allow for closures.

Fees are calculated monthly and payable on a monthly basis. Extra sessions are payable in arrears by Direct Debit or by cash on the day.

All on-going fees are payable in advance by regular Direct Debit or Childcare Voucher payments on or before the start date. Responsibility for paying fees reside with the parents or legal guardians of the child. Only in exceptional circumstances will the After-School Club accept payment by standing order or cash. This should be agreed at the beginning of the booking with the After-School Club Manager.

Discounts of 5% each are available for siblings and this discount applies until the older child leaves the After-School Club. Discounts are also available for full time bookings at a rate of 5% for the monthly fee.

The After-School Club reserves the right to charge interest at 5% on all late fees that remain outstanding for 7 days. Parents may be requested to not bring children to the setting if fees remain outstanding beyond 14 days from their due date.

Fees are reviewed annually in September. Changes to fees rates are notified in advance.

Late Collection

Any parent/guardian who is unable to collect their child at the correct time need to inform the After-School Club as soon as possible to ensure sufficient staff cover. The After-School Club reserves the right to charge parents/guardians when they do not collect their child at the agreed time. If a child is collected more than fifteen minutes late, there will be an additional charge of £10.00 per half hour.

Attendance and Absence

All children should regularly attend the sessions booked. Notice should be given in advance for holidays, appointments etc. and as soon as possible in case of illness.

Unforeseen Closure

We are unable to refund fees for sessions due to absence or where the After-School Club is forced to close due to circumstances beyond our control. This is due to the continued operational costs of the After-School Club.

Reducing Sessions/Cancellation of Place

If at any time you should decide that you no longer wish to retain your child's place at the After-School Club a minimum of one term's notice in writing will be required or a terms payment in lieu. You are required to give one term's notice of a reduction in the number of sessions that you require.

Sickness/Emergency Treatment

Children must not attend the After-School Club while they are unwell or suffering from a contagious illness or infection. In the event of a child becoming After-School Club ill whilst at the After-School Club, the parent / guardian will be contacted After-School Club to arrange to take their child home.

In the case of an infectious illness the recommended exclusion time must elapse before the child can be readmitted to the After-School Club. The After-School Club will adhere to the guidelines provided by Public Health England. In the case of an emergency the After School Club will contact the appropriate health professionals. If urgent attendance at a hospital is required a senior member of staff will accompany the child and remain with the child until the child's parent/carer arrives. The After-School Club will continue with attempts to contact the parent/carer if they have not been able to reach them immediately.

All appropriate measures will be put in place in regard to Covid 19 following Government, Public Health England and Local Authority Guidelines.

Outings

The After-School Club occasionally organises visits to the local parks or playgrounds

Complaints procedure

The After-School Club has a complaints procedure. A copy of this is held in the After-School Club, in compliance with Ofsted requirements.

Policy Documents

The After-School Club has formulated a comprehensive set of policies and procedures to which we adhere. Parents /carers are requested to familiarise these prior to your child's attendance.

Ofsted Registration

The After-School Club is registered with Ofsted and complies with all Ofsted policies and procedures.

Safeguarding Policy and Procedures

The After-School Club follows Government Guidance 'Working Together to Safeguard Children' and 'Safeguarding and Child Protection' procedures that are set up by the Local Authority. The setting has detailed policies and procedures in place for safeguarding all children.

Data Protection

The After-School Club takes the protection of personal data very seriously and shall only process data about the Parent/Guardian or the Child in accordance with the General Data Protection Regulations (GDPR)

The After-School Club reserves the right to change the above Terms and Conditions as and when the need arises. One month's notice will be given in writing to notify parents/carers of any changes.

As Parent/Guardian, I acknowledge that I have read and agree to the Terms and Conditions set out above

Parents/Guardian Signature	Print Name	Date