

St Mary's Kids Club

BOOKING CONDITIONS *(Sept 2019)*

FEEES	BREAKFAST CLUB 07:45 - 08:45 Monday to Friday	AFTER SCHOOL CLUB 15:15–18:00 Monday to Thursday 15:15–17:45 Friday		HOLIDAY CLUB 08:00–18:00 Days as advertised
	£4.00 Breakfast is served until 08:20	£4.50 Collection before 16:30	£8.00 Collection after 16:30	£20.00 Full day £12.00 Half day (5 hours)

REGISTRATION

- All parents/carers must complete our Registration Form **in full** before a child can be accepted at a club. Registration Forms can be obtained from the Club directly, or from the School Office.
- A one off registration fee of £10.00 is payable at registration.
- Any changes to the information contained on the Registration Form, whether it be contact details, medical details, change of address, etc., must be notified in writing by the parent/carer as soon as possible to the Club Manager.
- Only children for whom Registration Forms have been filled in may attend the Club.
- If you wish to cancel or change your child's place in the club **FOUR** weeks' notice in writing (preferably email) is required. If more than three sessions are cancelled in one term the place will be immediately withdrawn, without further notice. Please remember that if your child is not going to attend at their session please let us know so that we can mark our registers appropriately. This will not be considered a cancellation unless you request a credit for the session.
- Fees are payable **in advance** and charged as per confirmed booking (if a full session is booked but the child is collected early **NO credit will be issued**) Children booked to attend up to 16:30 may not automatically stay beyond that time without prior agreement.
- Any accounts that are two weeks overdue will have their place(s) withdrawn.
- Payments can be made monthly/ half termly/ termly, please speak to the Manager further details.
- Parent/carers who choose to use the club on an ad hoc basis must ensure that sessions are paid for **when booking**.
- Payment for regular bookings should be made in advance. If no payment is received within seven days the Club reserves the right to withdraw the child's place until the arrears have been paid.
- Repeated late payment or repeated cancellations will result in a child's place being withdrawn permanently.
- No refund will be given if the child is absent or sick.
- If the school closes the After School Club due to unforeseen circumstances parent/carers will not be charged for these sessions.
- Fees are the responsibility of the person who signed the booking form or who has parental responsibility for the child.
- There is a 10% reduced rate for siblings attending the same session.

COLLECTING YOUR CHILD

- Children need to be collected from the Club by 18:00 Monday to Thursday and 17:45 Friday.
- Late collection will incur a charge of £2.00 for each ¼ hour due to the Club incurring extra staff and caretaking costs.
- Frequent late collections will result in your child's space being withdrawn.
- Written details of who will be collecting your child must be provided, as we will not allow your child to leave the club with someone who is unknown to us. Any regular collection arrangements you may have should be recorded on your child's registration form.

ABSENCES

Please inform the Club **in writing** if your child is going to be absent, a minimum of 4 weeks' notice is required for any credit to be issued. Any changes to bookings, requests for ad hoc places should be sent in writing to suzanne.young@st-marys-marplebridge.stockport.sch.uk

BEHAVIOUR

If any child's behaviour is unsettled after a period of time, and all attempts made to accommodate them have failed, we may have to advise the parent to remove them from the Club. Our concern is for the happiness and well-being of the child. He/she may be re-admitted at a later date.

If any child disrupts the Club, e.g. bullying, being rude or badly behaved, and does not respond to reasonable attempts at resolving the situation, we reserve the right to withdraw their place.