

Cool Kids Zone Out of School Club

Held at Tarleton Holy Trinity C of E School, Church Road, Tarleton, Preston, PR4 6UP

Mobile: 07887882533

OFSTED REGISTRATION NUMBER EY 539062

Email address: afterschoolclubtht@gmail.com

Terms and Conditions for Cool Kids Zone Out of School Club

Version: October 2016

The below terms and conditions relate to Cool Kids Zone Out of School Club based at Tarleton Holy Trinity C of E Primary School. Parents/ carers must sign the bottom of this form agreeing to these terms and conditions. By signing you agree that you have read and understood all terms and conditions and any queries should be cleared up before signing.

1. Breakfast Club – 7.45am to 8.45am

The cost of breakfast club is £4.00 per session. An authorised adult must sign the attendee into The Breakfast Club on each morning they attend.

- a. **Drop Off – From 8.30am** The cost of drop off is £1 per session. An authorised adult must sign the attendee into Drop off on each morning they attend. (No breakfast provided)

2. After School club – 3.30pm – 5.50pm

The cost per session is £6.00. An authorised adult must sign the attendee out of the After School Club on each afternoon they attend.

- a. **Pick Up – 3.30 – 4.00pm** The cost of pick up is £2 per session. An authorised adult must sign the attendee out of Pick Up on each afternoon they attend. (No snack provided)

3. Outstanding Payment:

We reserve the right to refuse any child entry into club if payment is not made. Your account must have credit in to allow for attendance on any particular day.

4. Late Pick Up Fees

A late pick up fee will be applied to your child's account if you are late collecting your child. The charge is £5.00, per child, for the first 5 minutes and £5 for each 5 minutes thereafter. This charge must be paid in full before your child can attend the club again. Where the penalty is outstanding and further sessions have been booked and paid for by the parent/ carer, the club reserve the right to exclude the child, until the penalty is paid, without issuing a refund for sessions unattended.

5. Registration

All parents/ carers must complete our Registration Form in full before a child can be accepted at a club. Any changes to the information must be notified in writing by the parent/ carer as soon as possible to the Club Manager.

6. Booking and payment of sessions

All bookings must be made a minimum of 24 hours in advance. Once bookings are made, they are payable even if your child does not attend, unless sufficient notice has been given in writing (please use the email above).

To make short notice bookings: Please use the Afterschool phone 07887882533 using text only (sorry bad reception). We will get a text back to you as soon as possible. Any billing issues please email (address above).

To cancel your child's place in club you must give 2 weeks notice , in writing, or you will still have to pay for all sessions booked until the end of the 2 weeks notice period.

All fees and charges must be paid via ParentPay or vouchers in advance. Please ensure there is enough credit in your child's account to cover all club attendance.

Please credit your ParentPay account at the time of booking extra 'one-off' sessions.

Failure to settle all fees and/ or penalties will result in your child losing their place in the club and / or taking action (including legal action) to recover all outstanding debts.

7. Changes to booked sessions

Sessions which have been booked cannot be refunded except for:

- Closure of the club
- A child missing 5 or more consecutive sessions due to illness (medical certificate required)
- 2 weeks notice given in writing to afterschoolclubtth@gmail.com

8. Booking additional/ occasional sessions

All additional session requested by parents/ carers are subject to availability and we must ensure that we have sufficient staff on site. **No parent/ carer should consider a booking as being accepted until a member of the club staff has confirmed the booking.**

Children who turn up at the Club to attend additional session without the parent/carer first booking will be looked after whilst their parent is called to come and collect them.

9. Responsibility for Payment

The responsibility for payment of all fees, charges and penalties lies at all times with the person who has made the booking.

10. Child Care Vouchers

Childcare vouchers are accepted. You must allow enough time for us to register with the childcare provider. Please note this process can take two weeks. Please allow one week once you have sent the payment for the money to show as credit in your ParentPay account. Please note it is your responsibility to send the payment in enough time to keep your account in credit.

11. Grounds for Exclusion

Persistent poor behaviour on the part of the child or non-persistent incidents of particularly serious behaviour will be recorded in the incident book. Three recorded incidents may result in temporary or permanent exclusion at the discretion of the Club manager. Refunds will not be made if children are excluded on the grounds above.

12. Reservation of Rights

The Club reserve the rights to exclude a child or family from attending the Club and/ or refuse to accept a registration.

The Club reserve the right to close the Club on the grounds of staff shortage, unavailability of facilities, or any other reason which it is reasonable to necessitate closure. Notice will be give where possible.

13. Declaration

Please sign to say you have read and understood the Terms and Conditions:

Print Your Name:.....

Sign your name:.....

Children's names:.....

Date:.....