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: Sept 2025

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 – 7.30am to 8.45am**

The cost of breakfast club is £7.50 per session**. An authorised adult must drop the attendee into Breakfast Club on each morning they attend, in the main school Reception area (please ring the Afterschool Club bell).**

a. **Easy Drop Off – From 8.30am** the cost of drop off is £2.00 per session**. An authorised adult must drop the attendee into Drop off on each morning they attend.** (No breakfast provided).

2. **After School Club – 3.25 / 3.30pm – 5.50pm**

The cost per session is £9.50. **An authorised adult must pick up the attendee out of the After School Club on each afternoon they attend, from the main school Reception area (please ring the Afterschool club bell).** (Snack, fruit and milk or water provided).

a. **Easy Pick Up – 3.25 / 3.30 – 4.00pm** - The cost of pick up is £3.00 per session. **An authorised adult must pick the attendee out of Pick Up on each afternoon they attend.** (Milk or water and a piece of fruit provided).
b. **Up to 5pm –** This runs from 3.25 / 3:30pm to 5pm and the cost is £7.00 per session. **An authorised adult must pick the attendee out of Up to 5pm on each afternoon they attend.** (Snack, fruit and milk or water 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 Application Form in full, and a Terms and Conditions form 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 via ParentPay and paid for 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 or send a text message).

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).

All fees and charges must be paid via ParentPay or vouchers in advance.

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. **Cancelling a booking**

To receive a refund you must cancel the booking minimum of 48 hours before the actual session that is booked. Otherwise the session will be charged in full. Parents can amend and cancel sessions on ParentPay up to 48 hours before the session.

8. **Changes to booked sessions**

Sessions which have been booked cannot be refunded except for:

- Closure of the club
- A child missing a session due to illness
- A child being on the 'bench' (Friday Worship)
- An extra school sporting event

9. **Booking additional/ occasional sessions**

All additional sessions requested by parents/ carers are subject to availability and we must ensure that we have sufficient staff on site. If we are unable to accept a booking due to high demand and a session being full, you will be informed.

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

10. **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.

11. Child Care Vouchers

Childcare vouchers are accepted. You must inform us by completing a form on ParentApp Connect (Content/Permissions/Tax Free Childcare Voucher Payments) when a voucher has been paid. 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 and have informed us via ParentApp, 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

12. 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.

13. 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.

14. Declaration

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

Print Your Name:.....

Sign your name:.....

Children's names:.....

Date:.....