



Terms and Conditions

Prices

Afterschool Club	£8.75 per child
Reduced charge for siblings (after school only)	£7.75 per additional child
Breakfast Club	£3.75 per child
Early School Drop Off (from 8.10am)	£1.75 per child

Registration

- All parents/carers must complete a registration form before their child can be accepted at the club and pay a £5 registration fee (per form, not per child)
- Any changes to the information contained on the registration form must be provided to the club, whether it is contact details, medical details, change of address etc
- **Cancellation of registration requires 1 month's notice in writing**

Payment for booked sessions, Attendance and Penalties

- All fees must be paid in advance and within **7 days** of the date of invoice
- All fees must be paid by cheque, cash, childcare vouchers and/or online transfer.
- Failure to settle all fees will result in exclusion of your child

Changes to booked sessions

Cancellation of booked sessions

- Sessions that have been booked and paid for can be cancelled and the amount credited on the next invoice by notifying the club **by 3pm on the Friday of the week before. All other cancellations will incur the full session charge.**
- Sessions can only be transferred if there is availability for the requested session.

Booking additional sessions

- All additional sessions requested by parents/carers are *subject to availability* as we must ensure that we have sufficient staffing ratios.
- All additional sessions will be added to the following months invoice.
- Children who turn up at the club to attend additional sessions without being booked in will be looked after by the club whilst their parents/carers are notified. The parent/carer will **incur a £6 fine** per child in addition to the session charge.

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.

Penalties for late collection

- It is the responsibility of all parents/carers to ensure their child is collected by 6.00pm. Failure to do so will expose the parent/carer to the payment of a late collection fee. If you think you are going to be late please ensure that you have telephoned Allsorts in advance so appropriate arrangements can be made to ensure provision for your child after 6.00pm
- **All parents/carers collecting children beyond closing time will be charged a late collection fee of £6.**
- This fee will be added as an additional charge to the next invoice and must be paid with the invoice.

Grounds for Exclusion

Medical Exclusions

- Any child who has suffered from diarrhoea, sickness, high temperature/fever or conjunctivitis must be kept away from the club for **at least 48 hours**. Please note this list is not exhaustive and any queries should be raised with the play leader before attendance. Should any child suffer from any of the above whilst at the club, the staff will contact the parent/carer and request that the child be collected as soon as possible

Other Exclusions

- Persistent poor behaviour on the part of the child can not be tolerated. This may include: bullying, verbal abuse, physical violence, fighting, racial incidents, rudeness to others, dishonesty, disobedience and deliberate damage to property, or non-persistent incidents of particularly serious behaviour which, for example, endangers children or staff. Exclusion will take place in 3 stages, stage 1 - one day suspension from the club; stage 2 - one week's suspension from the club and the final stage is complete exclusion
- Refunds will not be made if children are excluded on the grounds set out above

Reservation of rights

- The club reserves the right to close the club on the grounds of staff shortage; unavailability of facilities; extreme weather conditions; school closure etc. Reasonable notice will be given where possible.
- The club reserves the right to change these terms and conditions at any time and will give written notice of such changes.

Legal

- The club will not be liable for any direct or indirect loss suffered by parents/carers as a result of club closure under the terms of the agreement
- The club will only administer medicine that has been prescribed by a doctor/GP and will always follow the instructions**
- Written permission from parents/carers must be obtained before medication can be administered
- The club accepts no liability for loss or damage to property brought to the club premises.
- The club accepts no responsibility for injury caused from pre-existing medical conditions which are not notified to the playleader

If you have any queries regarding the terms and conditions please contact the playleader.

Please sign and return the slip below to indicate that you have read and understand the terms and conditions of attendance at Allsorts.

Please tick

I have read and agree with the terms and conditions for Allsorts

Child's Name _____

Parent's signature _____

Date _____