



## **TERMS & CONDITIONS**

Smarties Breakfast, Afterschool and Holiday Club

We aim to provide parents with a high-quality service, which provides a safe, caring and stimulating environment for children in our care. We are committed to quality, equal opportunities and child protection.

### **1. REGISTRATION FORM**

1.1 A registration form which contains the child's details must be completed and signed by parent/carer prior to the child starting.

### **2. OPERATING HOURS**

2.1 Breakfast, After School and Holiday Club is open from 07:00 – 18:00 daily.

2.2. If you need the club to open at 06:30, then a £10 charge will be added onto your following months invoice.

### **3. BREAKFAST AND AFTER SCHOOL CLUB**

3.1 Staff members will complete arrival and departure registrations.

3.2 Children wishing to have breakfast will need to be in no later than 7.45 so that they do not feel rushed with their breakfast before they need to leave to go to school.

3.3 Children must be collected no later than 18:00.

3.4 A late collection penalty charge of £15 for every fifteen minutes will be added to the following months invoice.

3.5 Late collection on a regular basis may result in a termination of contract.

3.6 If your child is already in the nursery and starting school in the following September, then they will be given first refusal for a place in our BASC, (subject to availability).

3.7 If you fail to notify us that your child does not require drop off or collection on 3 separate occasions (see cancellations), then this will result in the loss of your child's place.

### **4 HOLIDAY CLUB**

4.1 All children should come equipped with a backpack, water bottle, suitable clothing for the day's activities and a change of clothes.

4.2 Consent forms will be required to be signed for off-site activities.

4.3 Risk assessments will be completed and read by all staff involved, for all activities. These are accessible for parent/carers to read prior to the event if you wish.

Reviewed April 2021

## 5. FEES

5.1 The cost of the holiday club is £48.00 per day.

5.2 Breakfast club is charged at £10 per session (07:00 – 08:30).

5.3 Afterschool Club is charged at £18 per session (15:00 – 18:00).

5.4 Payment will be accepted through childcare vouchers and bank transfers a month in advance.

PLEASE BE ADVISED THAT CHILD CARE VOUCHERS TAKE 5 WORKING DAYS TO REACH US

5.5 All fees are to be paid by BACS transfer and are to be paid monthly in advance. ALL payments made by BACS need to use a reference using your child's full name so that payments can be allocated accordingly. **For Example, M PAVELIN or MEL PAVELIN or MELISSA PAVELIN**

5.6 An invoice will be sent by the 25<sup>th</sup> of every month.

5.7 All fees are due by the 5<sup>th</sup> of every month.

5.8 Holiday club invoices will be sent after booking has been confirmed. The invoice must be paid before your child's first holiday club session.

5.9 Your child's holiday club place will only be secured once full payment has been received. This will be checked using the references detailed in 5.5.

5.10 Late payment of fees will incur an additional charge of £25. If still outstanding by the end of the month this will increase to £50. For subsequent months where the fees remain unpaid, a further £50 will be applied.

5.11 Cheques are not accepted.

5.12 If you need to cancel for any reason, fees will still apply.

5.13 If there is a need for you to suspend the club for a period of time, (e.g. clubs at school, Government restrictions for imposing closure, etc.), a retainer fee is needed to hold your child's place. If this is not paid then we will be unable to guarantee your child's place in the future.

5.14 A pricing review will take place every April.

## 6. CANCELLATIONS

6.1 Once payments have been made for holiday club; cancellations will not be refundable – swaps are down to management discretion.

6.2 In the event of holiday club being cancelled, a full refund will be given or you can use this as a credit for the following holiday.

6.3 If you do not require us to take your child to school, then please let us know by 07:45 or collect your child after school on a particular day, please let us know as soon as possible but no later than 13:00 on the day of collection (See T&C's 3.7).

Reviewed April 2021

6.4. In the event of a school closure e.g. Non-pupil days, then one months' notice is required otherwise you will be charged the normal rate. In the case of adverse weather conditions, if the ASC is still open but the school decides to close, a charge will still be payable. However, if the ASC is not open due to adverse weather conditions then there will be no charge for that day.

6.5 If you wish to terminate your child's place then one months' notice is required.

## **7. ILLNESS**

7.1 If your child has sickness or diarrhoea, they will not be allowed on the premises for 48 hours after last bout of sickness.

7.2 The Breakfast, After School and Holiday Club has the right to refuse a child if they feel they are not well enough, fees will still apply.

## **8. OTHER**

8.1 Little Smarties cannot be liable or responsible for any car parked in the car park. Cars are parked at the owner's risk.

8.2 Digital CCTV is installed for your child and staff's safety. This will be solely for protection and safety and will not be used for any other purpose.

8.3 Due to data protection, no parent or outside source, except the police, will be able to review the CCTV recordings.

8.4 BAS/HC will not tolerate the staff being spoken to in an abusive or threatening manner.

8.5 Under no circumstances will the child be able to leave BAS/HC with anyone unknown to the staff unless the parent has previously arranged this. The parent will be asked to provide a name, password and/or a photo for anyone authorised by the parent/carer.

8.6 All policies can be read on the website (<https://www.littlesmartiesnursery.co.uk/>) or in hard copy form on reception.

### **Terms and Conditions are subject to change**

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I have read and understood and agree to comply with Smarties Breakfast, After School and Holiday club terms and conditions.

Signed.....

Print Name:.....Date.....