

**GODMANCHESTER BRIDGE & COMMUNITY OUT OF SCHOOL CARE
"KIDS' CLUB"**

TERMS & CONDITIONS

Kids' Club provides before and after school care for children attending Godmanchester Community Academy & Godmanchester Bridge Academy.

We will not accept any responsibility for your child until the registration forms and terms and conditions are signed and returned.

BOOKINGS

- We ask that members book only what they require on a regular basis.
- Registers are reviewed on a termly basis. Where it is found that pre-booked places are not being used regularly members will be asked to surrender that place.
- Places must be booked in advance.
- All bookings and cancellations must be made through Kids' Club
- **Ad Hoc bookings cannot be guaranteed.**

Attendance

Our aim is to provide care on a regular basis throughout the academic year. We will try to accommodate additional sessions due to changes in work or in the case of an emergency. These will be booked on a first come, first served basis, and are available if our legal ratios are not affected.

Cancellations/Absence

We ask that you notify us if your child is going to be absent for a booked session – please email or leave a message.

Any cancellation, including those due to sickness, with less than the required notice of **48 hours** is subject to the full charge.

After school activities

Please notify us if your child will be attending any PTA run or outside agency clubs. We will collect children from these clubs but ask that notification comes from yourselves.

SCHOOL HOLIDAYS – Dependent on demand and staffing

All holiday sessions will be at the Community Academy

8am – 4pm. Shorter sessions are available subject to a minimum of three hours.

Cancellation notices for school holidays: 1 week. Full charges will apply if the required notice is not given.

REGISTRATION FEE

There is an annual registration fee of £6.00 per family. This charge is payable on starting and every September after initial registration.

PAYMENT OF FEES

Sessions will be charged on Arbor on the day, or the day after, your child attends. **The balance is due immediately.**

Your Arbor account should be kept at zero or in credit. You will receive a reminder when the balance due is over £10.00. We will contact those who have large arrears and ask for immediate payment, if payment is not received membership could be suspended until payment is made in full.

LATE COLLECTION OF CHILDREN

There will be a late collection fee of £6.00 per child for every fifteen minutes after 5.30pm.

DISCIPLINE

We hope that your child will have an enjoyable time whilst here, but we do expect them to be responsible and courteous to each other and members of staff. Serious incidents such as aggression will be recorded and kept on file and where necessary this will be discussed with the parents; if no improvement occurs the result could be the termination of the membership.

TERMINATION OF MEMBERSHIP

One weeks' notice on either side must be given to terminate the membership unless a child has been excluded in which case membership will be terminated immediately.

CHILD PROTECTION

We wish you to acknowledge that the club has a duty to report any suspected incidents of child abuse or neglect.

MOBILE PHONES AND OTHER SMART DEVICES

It is recognised that personal mobile phones and other smart devices have the potential to be used inappropriately, therefore mobile phones must be left at the registration desk at the start of a session and will be returned at the end. Smart watches must be used as a watch only, features such as internet connection, calling and receiving messages must be disabled

REVIEW

Kids' Club reserves the right to review and amend the Terms & Conditions at any time to comply with legislation or operating requirements. Parents/carers will be notified of any changes in writing.

I have read and accept the above Terms and Conditions

Parent/Carer Name (print) _____

Parent/Carer Signature _____ Date _____

Child/ren's Name (s) _____