

### **Terms & Conditions for use of Kid's Club**

All parents / guardians using Kid's Club are required to complete a registration form and to make Kid's Club aware of any changes in details held, such as medical conditions and contact details.

Bookings should normally be made using booking forms available online or from the school office. Payment must be included with booking forms before places are reserved.

In exceptional circumstances one off bookings may be made by telephone e.g. to aid childcare in an emergency situation. However, this must only be for "one off" situations and must not be a regular occurrence.

For parents who are late collecting their children after the 6pm closure deadline Kid's Club reserve the right to impose additional charges which will be invoiced at a rate of £5.00 for each additional 15 minutes per family.

Children must be dropped off and collected by a parent or another named adult.

For safeguarding purposes all children must be signed in and out of Kid's Club by the adult dropping off and collecting.

Refunds are not able to be given for cancelled bookings. This is because staff will already have been allocated. However, where possible we will try to accommodate a transfer of the booking to another day. Termly bookings may be cancelled with one weeks' notice.

Kid's club will follow NHS school guidelines for the purpose of required absence due to medical conditions. This means that there must be 48 hours absence in cases of sickness and diarrhoea.

Kid's Club is an additional optional service provided by the school. The school reserves the right to refuse access to Kid's Club for;

- Non payment of fees
- Continuous disruptive behaviour from a child
- Unacceptable parental or named adult behaviour towards Kid's Club staff
- Consistent late pick up