

Kiddi Galore School Clubs Terms and Conditions

- I consent for my child to attend Out of School Club. I understand that the club has policies and procedures (which are available for reference at the club), and that there are expectations and obligations relating both to the club and to myself and my child, and I agree to abide by them.
- I understand that Out of School Club is a play setting and that whilst my child is there Out of School Club is legally responsible for him/her.
- My child will be provided with a food and drink whilst at the club unless otherwise requested.
- Once my child arrives at Out of School Club he/she will be in the care of Out of School Club until collected and signed out by an authorised person.
- I will notify the club before the start of the session if I am collecting my child from school on a day that he/she is booked to attend the club. I understand that I will be charged for the booked session.
- I will book my child into the club on an ongoing basis and will pay on or before the 15th of the month by direct debit or childcare vouchers for all booked sessions whether my child attends or not (eg due to illness or holidays), unless I have made other arrangements with the manager.
- It is my responsibility to keep the club manager informed of any alterations to the information regarding my child (eg contact details, medical conditions, etc).
- I accept that my child may take part in messy activities while at Out of School Club. I understand that I can provide my child with appropriate clothing to accommodate this if I wish.
- Out of School Club closes at 6.00pm. If, due to unforeseen circumstances, I am going to be late, I will contact the manager/deputy as soon as possible.
- If I do not collect my child by 6.00pm I will pay a charge of £10.00 per quarter of an hour to cover the costs of the staff who are legally required to supervise my child.
- If I do not collect my child by 6.30pm, and the club has been unable to reach me or any of my emergency contacts, I understand that Out of School Club will follow its **Uncollected Children Policy** and contact Social Care.
- Whilst Out of School Club tries to ensure the safety and security of items, I understand that it cannot be held responsible for loss or damage to my child's property whilst at the Club.
- I have read the club's **Behaviour Management Policy** and agree to its terms and appreciate that in some circumstances it may be necessary to exclude my child from the club, and I will pay for any missed sessions unless otherwise agreed with the manager.
- If there are any accidents or incidents at Out of School Club involving my child, I will be informed.
- If my child has an accident at the club, he/she will be treated by a qualified first aider and I will be informed as soon as possible. If my child needs urgent medical treatment and I am unavailable, a member of staff from Out of School Club will sign any consent forms necessary for treatment on my behalf, as stated on the club's **Medical Form**.
- Information held by Out of School Club regarding my child will be treated as confidential. However, in certain circumstances, for example if there are child protection concerns, I understand that the club has a legal duty to pass certain information on to other agencies, including Police, Social Care and health care professionals.
- I understand that aggressive and abusive behaviour towards staff will not be tolerated.
- 1 months' notice to be given for changes to sessions or to end current session pattern. If payments are made by direct debit or childcare vouchers. All credit and debit card bookings are paid for half termly in advance. There is no termination fee or refund.
- Payment for fees can only be paid by direct debit, childcare vouchers or by debit or credit card. All payments by debit or credit cards are paid at the point of booking. All booking paid for by debit or credit cards for breakfast/after school clubs are booked and paid for in advance on a half termly basis. All holiday club sessions booked are paid for by debit or credit cards are also paid for at the time of booking.
- Late payment of fees will incur interest charges of 5% above the base rate.
- Fees outstanding after the due date and with continual warning maybe collected via the small claims court.
- This list is not exhaustive.