



## TERMS AND CONDITIONS

- i. To register your child at the After School Club (ASC) we require a **non-refundable administration fee of £45.00** per child. This however does not guarantee a place at the After School Club (ASC).
- ii. The ASC operates between the hours of 3:00pm – 6:00pm. Children must be collected from the ASC by no later than 6:00pm each evening. The ASC staff must be contacted by 5.30pm should there be a delay in collection. If your child is collected later than 6.00pm you will receive a **late charge of £30.00**. If you are 15 minutes late collecting your child there will automatically be a **£45.00 charge**; every 30 minutes thereafter will be charged at £45.00.
- iii. If your child is not attending the ASC due to illness or holidays etc, the ASC supervisor must be informed as soon as possible. The ASC supervisor must be informed immediately if your child is absent due to a contagious disease.
- iv. In situations where children miss 5 consecutive sessions or consistently do not attend the ASC; the Nursery Manager reserves the right to suspend the placement with immediate effect; in this situation you will need to make a new application and any sessions offered will be subject to availability.
- v. If any person other than yourself collects your child the ACS supervisor must be informed. This must be a suitable adult (someone over the age of 16).
- vi. We require 1 months' notice in writing should you wish to withdraw your child from the ASC.
- vii. **Fees are charged monthly in advance** and must be **paid no later than the 14<sup>th</sup>** of each month by internet banking, cash, cheque or standing order. We also accept childcare vouchers either Government or company, they can take 4/5 working days to clear. If paying by cheque the cheque must be handed in to the ASC staff giving plenty of time for the cheque to clear; this generally takes 3 working days.

- viii. **Fees are payable during periods of absence** from the ASC including sickness and holidays outside of the standard school holidays. **In the event of the ASC closure due to unforeseen circumstances, fees will NOT be refunded to your account.**
- ix. **Last day of the school term.** From September 2015, the after school club will no longer be open on the last day of the school term when the school closes early.
- x. **Late payment** of fees will result in an automatic **charge of £50.00**. If fees are not paid 5 working days after the late payment charge has been processed the ASC placement will be suspended with immediate effect and will not be reinstated until the arrears are paid in full; re-instatement will be subject to availability. Further action will be taken to recover any outstanding fees. There is a **£25.00 administration fee** for each cheque that is returned unpaid by your bank.
- xi. The **Pavilion Day Nursery/ASC does not accept any responsibility for accidental injuries** or loss of personal property. All insurances, (Public Liability, Employers Liability), are displayed on the nursery notice board in the foyer. Certificate of registration is also displayed.
- xii. **We provide freshly cooked nutritional food on a daily basis.** We cater for all dietary requirements. Parents/carers must indicate the specific nature of their child's dietary needs so we can ensure that they are met. There will be no alternatives offered at meal times, apart from for children with special dietary requirements due to religion or allergies.
- xiii. **Acorn After School Club and Pavilion Day Nursery are egg and nut free environments.** There are a number of children attending the after school club / nursery with severe egg and nut allergies; some of these children's allergies are life threatening. Due to this we do not allow children to bring in a packed lunch or any other food.
- xiv. Pavilion Day Nursery/ASC is under an obligation that they must report directly to Ofsted or Child Protection Team any incident where we consider a child may have been abused or neglected. This can be done without informing the parents/carers.
- xv. If you directly or indirectly employ a member of the nursery staff within six months of the end of their employment with us or permit such person to provide any childcare services to your child except those provided by us, you agree to pay us 20% of that staff member's gross annual salary at the time they left our employment. This figure represents the cost to us of recruiting a suitable replacement.

Name of carer/parent/guardian \_\_\_\_\_

Signature of carer/parent/guardian \_\_\_\_\_

Date \_\_\_\_\_