



ABC XYZ Childcare Ltd Terms and Conditions

UPDATE: The existing Terms & Conditions have been amended due to new guidance from DfE during Covid 19 outbreak. These changes are highlighted in red.

UPDATED – 15/07/2020

These Terms & Conditions will be reviewed as and when Government guidance changes.

1. There will be a non-refundable registration fee of £10 per family.
2. A deposit of £20 per child per session booked across a week is required. This is refundable, subject to notice period of half-term.
3. All fees are payable half termly in advance. Late payment may result in additional charge and/or suspension of place(s).
4. Half a term's notice of departure from the Club (in lieu of fees) will be required.
5. It is the policy of the Club that there will be no refunds or alternative day offered in the event of sickness or exclusion or absence or emergency closure*.

***COVID19 – should the clubs be forced to close due to Public Health instructions because of confirmed Covid 19 case, fees equivalent to a maximum of 2 weeks' usual attendance will be credited on the next invoice due.**

6. After School Club: In the event of late collection of any child the Club reserves the right to levy a late collection of £10 per 10 minute delay, or additional staffing costs incurred by the Club as a consequence of the late collection.
7. All confirmed ad-hocs fees apply, even if the reserved place is not used.
8. The safety of the children in the Club is paramount. To enable all children to have fun safely, reasonable behaviour is essential. The Club expects and will encourage children to behave well and with respect for each other and the Club staff. Children are expected to respond to requests from staff. Repeated disobedience and/or persistent anti-social behaviour could disrupt the Club for all and consequently the Club reserves the right to exclude children whose behaviour falls below expected standards.

9. After School Clubs only: The club is happy to accept children who wish to attend other after school activities on the school premises. Parents/guardians must advise ABC-XYZ Childcare Ltd of these arrangements.
10. XYZ After School Clubs ONLY: Parents/guardians must advise the Club if the usual parent/carer not collecting; please text the appropriate club number. It is essential that parents/guardians advise After School Club if a child is not going to attend the Club for any reason. Failure to do so may result in withdrawal of place.

THE NUMBER TO CALL DURING CLUB HOURS ONLY IS :

ABOYNE LODGE:07502023209

ALBAN CITY SCHOOL: 07425 888544

BHJS: 07387 783778

11. XYZ AFTER SCHOOL CLUB ONLY: If no prior notification has been received, then in the event of the non-arrival of any child XYZ will implement their Lost Child Procedure which includes confirming the child's attendance at school that day and **contacting the police if the child is not found within 10 minutes of having been identified as lost.**

XYZ AFTER SCHOOL CLUB ONLY: Parents/guardians must sign their children out on collection *

*** Covid 19 During current restrictions no parents or carers are allowed on school premises. Staff will sign children in at ABC Breakfast Clubs and sign them out at XYZ After School Clubs.**

- 12 The Club has appropriate Public Liability Insurance
- 13 The Club will endeavour to comply with all relevant health and safety requirements. In the event of an accident it will be recorded in the Accident book, and reported to a child's parent or guardian who will be asked to sign the accident book entry.
 - Should the need arise we will administer minor first aid. We will administer some medicines (eg, oral antibiotics) on receipt of the appropriate consent form. If your child has particular medical requirements, please discuss these with us. Any emergency medicines kept by us for individual children (eg epi-pens, inhalers) must be in secure boxes with an identifying photo and associated protocol.
 - If a child becomes ill whilst at the after school club a parent/guardian will be contacted and asked to collect them. Any ill or infectious child should not attend for 48 hours after symptoms have passed or as per infectious disease control advice issued by Public Health.
- 14 All parents/guardians will be asked to complete a registration form with contact details and relevant medical information for each child. **It is essential that parents keep the Club advised of any changes to this information.**

- 15 **PLEASE INCLUDE A LOCAL FRIEND/RELATIVE AS AN EMERGENCY CONTACT**
- 16 The Club will welcome children from all backgrounds, including those with special requirements, and will seek to avoid any form of discrimination by gender, ethnicity disability or disadvantage.
- 17 Places in the club will be allocated in the order they are received. Please see our 'General Information' page regarding how the waiting list is managed.
- 18 Parents/Guardians and the children are encouraged to raise with the staff any matters of concern and to make suggestions for change or improvement to the Club. All complaints will be treated seriously and in confidence. A copy of our complaints policy is available on request.
- 19 All policies and procedures are available to parents/carers to read.
- 20 ABC XYZ Childcare Ltd reserves the right to cancel places at anytime.

I have read and accept these terms and conditions

Name.....(please print)

Signature.....

Relation to Child

Date.....

Child's name.....
