

## **GODMANCHESTER KIDS' CLUB**

### **TERMS & CONDITIONS**

Kids' Club provides out of school care for children attending Godmanchester Community Academy & Godmanchester Bridge Academy, with priority given to children of working parents.

To register as a member of the Kids' Club a subscription of £5.00 per family per year is required. Payment can be made in cash or bank transfer. The club will not accept any responsibility for your child until the Subscription Fee is paid and these terms signed.

#### **BOOKINGS**

- Kids Club must be in receipt of completed membership forms and the subscription prior to use
- We ask that members book only what they require on a regular basis
- Places are not held in case there is a need
- 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 must be made through Kids' Club
- Ad Hoc bookings cannot be guaranteed

#### **TERM TIME**

##### **Morning Session**

7.45am – 8.50am Community Academy

7.45am – 8.45am Bridge Academy

Breakfast is available 7.45am – 8.30am

##### **Afternoon Session**

3.10pm – 6.00pm Community Academy

3.00pm – 5.30pm Bridge Academy

#### **Ratios**

The ratio of staff to children is 1:8 Key Stage 1, 1:10 Key Stage 2

#### **Attendance**

Our aim is to provide care on a regular basis. 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 as long as our legal ratios are not affected.

#### **Cancellations/Absence**

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

#### **SCHOOL HOLIDAYS**

All holiday sessions will be at the Community Academy

7.45am – 6.00pm. Shorter sessions are available subject to a minimum of three hours and by prior agreement.

Cancellation notice for school holidays – 2 full weeks' notice. If less than two full weeks' notice is given, full charges will apply.

### **PAYMENT OF FEES**

Invoices will be sent out at the end of the month and must be settled in full by the 21<sup>st</sup> of the following month. Fees can be paid by cash, voucher scheme or bank transfer.

Delay in settlement of accounts may result in members changing to a pay as you go account rather than monthly.

### **LATE COLLECTION OF CHILDREN**

There will be a late collection fee of £5.00 per child for every fifteen minutes after 5.30pm (Bridge) or 6pm (Community).

### **DISCIPLINE**

We hope that your child will have a good time at the club but we do expect them to be responsible and courteous to each other and members of staff, and to follow given instructions.

If deemed necessary a short period of "time out" may be used. 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.

### **REVIEW**

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