

GODMANCHESTER KIDS' CLUB

TERMS & CONDITIONS

Kids' Club provides out of school care for children attending Godmanchester Community Academy & Godmanchester Bridge Academy.

To register as a member of the Kids' Club a subscription of £5.00 per family per year is required. Payment can be made by Pay 360 (you should receive details of this from school) or Childcare Vouchers. The club will not accept any responsibility for your child until the registration forms and terms and conditions are signed.

BOOKINGS

- 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 – 8.45am Community Academy

7.45am – 8.45am Bridge Academy

Breakfast is available 7.45am – 8.30am

Afternoon Session

3.10pm – 5.30pm 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 if 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

8am – 4pm. Shorter sessions are available subject to a minimum of three hours

Cancellation notice for school holidays: Summer 2 weeks', for all other holidays we require 1 week. Full charges will apply if the required notice is not given.

PAYMENT OF FEES

Invoices will be sent out at the end of the month and must be settled in full by the 21st of the following month. Fees can be paid by SIMS account or voucher scheme.

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.

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.

I have read and accept the above Terms and Conditions
Parent/Carer Name (print) _____
Parent/Carer Signature _____ Date _____
Child/ren’s Name (s) _____