



THE ALPHABET CLUB – Terms & Conditions

Tel: 07751 382315 or Office: 07784 728726

When we agree to accept your child at the Alphabet Club (the Club) a binding contract between us comes into existence. Set out below are the terms, which apply to our Club. We reserve the right to amend, change or alter any or all of these conditions with one month's prior notice, at any time.

FEES

- The following rates of charge are applicable:

During Term Times:

DESCRIPTION	RATES
After School Care	£10.50
Before School Care (incl. Breakfast) 7.45am-8.15am	£5.25
Before School Care (excl. Breakfast) 8.15am – 9.00am	£3.75
Earlies: Arriving before a scheduled 8.15am session will incur the full Before School rate	£5.25
Lates: Collection from 6.00pm onwards for every 15 minutes or part there of	£6.00
Lates: Collection after agreed after school "short" session e.g. from 4.30pm for every 15 minutes or part there of	£3.00

During Holidays:

DESCRIPTION	RATES
Day Rate: Between the hours of 8.00am-6.00pm	£23.00
Sessions: Per hour	£3.00
Lates: Collection from 6.00pm onwards for every 15 minutes or part there of	£6.00
Lates: Collection after agreed short session for every 15 minutes or part there of	£3.00

- Fees are due and payable in advance within the first two weeks of each half term. During the holidays you will be charged for every day booked over the holiday period this must be paid in full on the first day of each holiday (a packed lunch should be provided by the parent each day of attendance during the holidays). Payment during both term times and holidays for booked sessions will be required regardless of alternative arrangements being made. For the safety of our staff we will only accept payment by cash in exceptional circumstances and by prior arrangement. **Failure to make full payment within two weeks may result in withdrawal of a child's place.**
- Acceptance of a child secures a place at the Club for the agreed amount of attendance each term. Your child's sessions will be agreed in advance and any changes must be notified to us in writing giving one month's notice. Additional sessions may be available at the discretion of the Club Co-ordinator.

OPENING TIMES

- Generally the children will attend the Club from 7:45am – 9am Before School and 3.15pm until 5.55pm After School. During holiday periods the Club will be open from 8.00am until 5.55pm except that the Club will be closed over the bank holidays and the Christmas period between Christmas Eve and the New Year. Dates will vary each year depending upon which day Christmas falls. You will be advised each year of the proposed closing dates.
- In an emergency situation only, where a parent knows they are going to be held up and will be later than 5.55pm, the Club should be informed by 5:45pm on the mobile number above. Similarly, if a parent is going to be later than their normal pick-up time they should notify the Club as soon as possible.**
- Should the school be shut down during the day or if the decision for closing is made before normal school time, the Club may not open. This may be due to extreme weather, loss of heating, lighting, water, flood or industrial action. Fees will also remain payable during any period of forced closure. In such situations parents will need to contact the club on the mobile number above to determine if the club will open.

Health and Safety

- Please park considerately for the safety of other users. Please take care to watch for other children, and to close doors and gates at all times for the safety of all the children.
- It is recommended that all children should be vaccinated in accordance with Government policy before and during their stay, for the protection of all.
- Children suffering diarrhoea and sickness should be kept away for at least 24 hours after the last bout of sickness or diarrhoea. If any child has any sickness or diarrhoea at the Club, parents will be notified at once and asked to collect their child.
- Children who contract a contagious disease should not be brought into the Club until a Doctor has certified that they are clear to return.
- Children will not be given unprescribed medication with the exception of the administration of life saving medication such as Insulin or the use of nebulisers; the position will be clarified by reference to the Club's Insurance Company.
- We request permission to seek any necessary emergency medical advice or treatment in the future, i.e. calling for an ambulance or contacting the NHS Help Line.

IN LINE WITH SCHOOL POLICY

1. Please remember that if your child is ill they should be kept at home until they are fit and well and not brought into the Club putting both children and staff at risk.
2. Parents and the Club staff should work together towards the development, both emotionally and physically, of the child. Good behaviour will be encouraged at all times and any bad behaviour or emotional problems will be dealt, jointly with parents, Club staff and teachers of the School.
3. **Parents must provide us with contactable telephone numbers for emergencies, and must keep us informed of any changes to these numbers. When you know you will not be at the regular contact point, the Club's Co-ordinator should be advised of alternative arrangements.**
4. Children will only be released to a parent or, with notification, an authorised person.
5. The Club has the duty to report any suspected abuse to Social Services.

GENERAL CONSIDERATIONS

1. All clothing must be suitably marked as we share the Provision with other users not connected with the Club. The Alphabet Club or the School for loss or damage will take no responsibility to articles left on the premises.
2. Toys or similar articles can be brought to the Club, but no responsibility will be taken for loss or damage to the articles.
3. Notification of non-attendance should be made as soon as is practically possible but in any case not later than 2pm on the day to the Co-ordinator on 07751 382315/ 07784 72872. If you are contacted by the school to collect your child for any reason, you should also contact the above telephone numbers so that we know that your child will not be attending the Club.
4. Parents must advise the Club of any special dietary needs, medications or the like, applicable to their child. The Club will need information regarding allergies, special diets, physical/mental impediments or any other past or present condition that may affect our Insurance. It is essential that we have all information and this will be kept Private and Confidential.
5. Any required changes in attendance should be requested through the Co-ordinator on 07751 382315 during Club time or between 9:30am – 12:30pm on our office mobile 07784 728726 in the first instance.

FINALLY

The Committee reserves the absolute right to terminate the contract at their sole discretion, at any time, without parental recourse, on any matter pertaining to the Club and a child's attendance.

I acknowledge the issues and guidelines outlined in this Contract:

Signed: Date: Name of Child: