

KIDS FUN KLUB

All Saints Millennium Centre
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07866045946

TERMS AND CONDITIONS

IMPORTANT- Please read and return this copy to the club.

- The preferred method of payment is monthly/termly in advance by bank transfer. Cash, cheque and childcare vouchers are also accepted.
- Payment for holiday club bookings must be paid for at the time of booking otherwise the place cannot be held. Should the place be cancelled, then a full refund will be issued with the appropriate notice (1 week).
- On booking of a term time place, 1 months fees or £50 (whichever is smaller) will be required as a deposit. The deposit will be deducted off your first bill but is non-refundable should the child(ren) fail to start at the club.
- Payments MUST be made by the end of half term. If payment is not made by the specified date then your child will not be on the list for the following half term and will not be taken to school or collected. If payment is received after this date, and there is still space available, then a £20 admin fee will be payable to add your child to the list.
- 2 weeks WRITTEN notice of termination of occupancy is required (summer holiday and Christmas periods do not count for notice period purpose). Failure to do so will result in payment for this period.
- Any decrease in sessions require 2 weeks WRITTEN notice but 1 week is sufficient for holiday club bookings.
- Extra “one off” sessions are non-refundable once booked (including those cancelled with more than 2 weeks notice) and payment still required if session is not attended.
- Any increase in sessions requested will be given as soon as possible depending on availability.
- Our fees are reviewed at least annually, therefore your fees may alter accordingly.
- If any child will not be attending the club for any reason please inform a member of staff as soon as possible.

TERMS AND CONDITIONS cont.

- If your account falls into arrears recovery action will be taken. This could result in termination of your child's place and further cost may be incurred.
- There is no charge for bank holidays or for the week between Christmas and New Year when the club is closed.
- For all of the clients who hold a term time only contract, there is no charge for school holiday periods.
- There will be no deduction in fees for sickness or any other kind of absence. This includes snow days and teacher strike action.
- If you have not stated on your child's registration form that you would like to collect between 5.30 and 6pm and you are late, there will be the following fees charged to cover the extra rental of the hall and staffing costs.

£5 will be charged PER CHILD if you arrive between 5.30 and 5.45, then another £5 (per child) if it's between 5.45 and 6pm and £5 (per child) for every 15 minutes thereafter.

INFORMING THE CLUB OF CHILD ABSENCE

It is now becoming a regular occurrence that parents are failing to inform the club staff about children not attending the club on days that they are usually in (due to illness, attending clubs at school or going to a friends for tea). We are using our mobile phones (pay as you go) to check with parents to make sure children are not attending. This is starting to amount to a significant amount and we now feel that we must start charging for this.

There will be a charge of **£1** for each phone call that we have to make regarding an absent child.

Please note: This will not be charged for us calling you back as a result of us missing your call.

PARENT CONTRACT cont.

Terms and conditions regarding payment.

- Payments must be paid in advance. Bills are handed out 3 weeks before the end of half term for the next half term's fees. Payment must be made before the end of term. We accept payments weekly, monthly, termly or in 2 halves. Payment method can be cash, cheque, childcare vouchers or bank transfer(preferred)

Security is paramount and it is essential that the club staff are made aware if someone other than the usual person(s) are collecting your child.

Could you please sign and return the enclosed copy of this letter as acceptance of the Terms and Conditions outlined.

The club's policies and procedures are available should anyone wish to take a look at them. Please ask a supervising member of staff.

If you have any queries or would like to discuss any other matter please do not hesitate to contact a member of staff.

Thank you

TERMS AND CONDITIONS

BY YOUR CHILD ATTENDING THE CLUB, YOU ARE AGREEING TO THE ABOVE TERMS AND CONDITIONS.