

## **Thorpe Willoughby Childcare Centre**

### **TERMS & CONDITIONS: PITSTOP BREAKFAST CLUB AND HOLIDAY CLUB.**



#### **Registration:**

A registration fee of £25.00 per place is payable on acceptance of the Registration Form for

The registration fee will only be refunded if we are unable to provide a place on the required commencement date.

#### **Confirmation of Place:**

The child's place will be confirmed in writing.

The confirmation will include details of the child's commencement date along with the required sessions.

#### **Settings Fees:**

Fees are charged every four weeks in advance and must be paid within 7 days of the invoice date.

The initial payment of fees will be determined by the child's commencement date with us and will include all sessions booked from that date, up to, and including the remainder of that particular month.

Pitstop, Breakfast Club, and Holiday club, snacks are included in the fees.

Nappies are to be provided by the child's parent/carer.

Payment may be made by Bacs, Childcare Vouchers and Cash.

Returned payments from the bank may incur an administration charge equal to any charges the setting may be charged by the bank

#### **Please Note:**

On commencement of a child attending the setting, the settings fees shall be made in full and any voucher payments made will be deducted from subsequent months.

The setting reserves the right to review the fees.

In the event of there being changes to the fees one calendar month's written notice shall be given.

A refund will not be given where a child is absent from the setting due to sickness or holiday.

If fees remain outstanding for more than 7 days:

- The setting reserves the right to charge a late payment fee of £20.00 on any outstanding balance

- The setting may serve 14 days' notice in writing to terminate the contract.

Upon termination of this contract the child shall cease forthwith to be admitted to the setting and the setting's notice to terminate shall be regarded as a formal demand for all outstanding monies.

### **Types of Sessions & Conditions of Booking:**

The session types available are set sessions for Pitstop and Holiday Club. Breakfast is charged by the Hour.

The setting requires 4 full working days' notice to cancel a Pitstop/Breakfast club booking and 2 full weeks' notice for Holiday Club bookings. If fees have been paid in advance and cancellations are made within the above timescale they will be refunded. Once the summer Holidays commence no bookings can be refunded.

In the event of the parent/carer failing to pay the month's fees the child's place shall be immediately withdrawn and the setting/club shall be entitled to serve a formal demand for payment of such monies.

### **Extra Sessions/Hours:**

We are happy to offer extra sessions and hours if they are available: These will be charged on A "ad hoc" separate invoice.

### **Late Collection Policy:**

The setting reserves the right to charge parent/carers when they do not collect their child at the agreed time, a charge at the rate of £7.50 for the first 15min then £15 for every 15 minutes thereafter.

### **Notification of Absence/Lateness:**

The parent/carer is expected to notify the setting if their child is going to be late or absent from the setting.

### **Unforeseen Closure:**

In the event of closure of the setting due to extreme weather conditions, flooding, loss of utility supplies, heating failure, or other causes beyond the reasonable control of the setting, the setting will close and the parent/carer accepts that no refund of fees will be made due to continued operational costs.

### **Sickness/Emergency**

#### **Treatment:**

Children must not attend the setting when they are unwell or suffering from a contagious illness or infection.

In the event of a child becoming ill whilst at the setting, the parent or nominated carer will be contacted to arrange to take their child home.

In the case of an infectious condition the recommended exclusion time must elapse before the child can be readmitted to the setting (the setting can advise on this).

In the case of an emergency setting staff will call health professionals.

A senior member of staff will accompany the child to the hospital until the child's parent/carers arrive.

The setting will continue to make contact with their parent/carers if they had not been able to reach them immediately.

### **Complaints Procedure:**

The setting complies with a laid down complaints procedure, a copy of this is held in the setting, in compliance with OFSTED requirements.

### **Safeguarding Children Policy:**

The setting follows the North Yorkshire Child Protection Guidelines that are set out by local authorities and adheres to guidance from OFSTED.

### **OFSTED Registration:**

The setting is registered with OFSTED and complies with all OFSTED procedures.

### **Data Protection:**

Thorpe Willoughby Childcare Centre requires data about your child to ensure appropriate and relevant learning opportunities are provided to your child according to age and development.

We require this information to ensure your child has the best opportunities for further development / pre-school funding / outside agencies.

We require parent information so we have contact details for you in case the setting needs to contact you due to your child's ill health, accidents or any other circumstances.

### **Loss or Damage:**

The setting does not accept responsibility for any loss or damage of property on its premises.

### **Settings Policies and Procedures:**

All settings policies and procedures can be viewed online, or they are available at the setting.

It is parents responsibility to read these and familiarise yourself with all policies and procedures.

If you require clarification on any policies / procedures then please speak to the management team.

The policies will be reviewed on a yearly basis and this will be done by the management team and the committee. Once these have been updated they will be uploaded on to our website for parents and carers to access.

LAST UPDATED / REVIEWED ON:	SIGNATURE
Policy Created: 16-06-20	Tracy Maddison Acting Manager 30-06-20
Reviewed on 14-10-20	Tracy Maddison Centre Manager 14-10-20
To be reviewed:16-06-21	Tracy maddison Centre Manager 12-08-21
To be reviewed 12-08-22	Tracy Maddison Manager 02.05.23
To be reviewed 02.05.24	

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PLEASE SIGN AND RETURN THIS SLIP

I agree to these terms and conditions:

Parents/Carers Name:

Parents/Carers signature:

Date: