



## Terms and Conditions for the After School and Holiday Club

1. All sessions should be paid at least 4 weeks in advance. Advance bookings will not be accepted if money is owed. All fees are non-refundable however exceptional cases maybe considered by the Play Leader/Line Manager. If you need to cancel your child's place please give 4 weeks notice.
2. Play workers will be responsible for all children during the session. Parents/Carers need to collect children promptly and make sure your child is signed out. We will invoice you for our extra costs should your child not be collected on time. (Refer to our late policy)
3. Children must be collected by a responsible adult. If a member of staff requests that you collect your child for any reason, please arrange to do so immediately. If you cannot collect your child yourself and we do not know the person who will be collecting for you, please give their name and a clear description of them over the phone to the Play Leader or Deputy Play Leader only.
4. We will make every effort to care for items which your child has needed at school e.g. musical instruments. However we cannot accept responsibility for any money, toys, mobile phones or valuable items.
5. Your child should not attend the club if they are unwell. After vomiting or diarrhoea, your child may not attend for 48 hours after the final episode.
6. As this club is part of Air Balloon Hill Primary School the children will be expected to demonstrate respectful behaviour towards adults, other children and school resources in line with the current school Behaviour Policy.
7. The well-being and safety of all of our children is of paramount importance to us. As a fully inclusive club we will work in partnership with Parents/Carers to achieve this.
8. If a member of staff has any concerns about a child's personal safety the school's current Child Protection policy will be followed.

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### **Air Balloon Hill Primary After School and Holiday Club**

I agree to the terms and conditions as set out for the Air Balloon Hill Primary After School and Holiday Club.

Name of Child/Children \_\_\_\_\_

Signed \_\_\_\_\_ Parent/Carer \_\_\_\_\_ Date \_\_\_\_\_