



Kidz R Us After School Club Terms and Conditions Sep 2023

Mobile: - 07546115386

OFSTED Registration No. EY553867

Email: kidzrusuplands@gmail.com

Opening hours – 730am-6pm Monday – Friday, please note any correspondence outside of these hours will not be responded to.

The following terms and conditions apply to your child's place at the after-school club, please read them carefully before signing.

Club Fees 2023:

£10 per session, per child up until 6pm, including drinks & snacks

Payment details:

Online banking – Barclays Bank, Account: 73257606, Sort Code: 20-11-74

Please ensure you use your child's first initial and last name followed by UPS (school) as reference i.e. Jacob Smith = JSmithUPS

Registration:

Once a space has been confirmed you will need to complete our Child Registration Form & sign these Terms & Conditions and the last page of the club's Policies & Procedures. These forms will be checked every September for any changes, and we ask that parents review them and keep us updated of any changes during the academic school year.

Booking Procedure:

There are two ways to book;

1. You can block reserve your child's place on an ongoing basis for the same set days each week/each half term.
2. Alternatively, you can book a space on an ad hoc basis, which will be subject to space availability and adequate staffing levels on the day needed therefore early booking is recommended. Fee for this is due at the time of booking.

Cancellation Policy:

1. Please note for both options 1 & 2 above sessions are non-refundable and there will be no refunds/credit given for cancelled sessions unless this is agreed at the managers discretion due to extreme circumstances (this does not include absence due self-isolation, common illness, holidays, school trips/events etc) as a space has been allocated for your child.

You can, however, swap any cancelled sessions for a different day within the same half term, subject to availability provided you have informed Kidz R Us of the cancellation by 6pm the day before.

Cancellations on the day cannot be swapped, this session will be lost.

2. Block reserved bookings - If you need to cancel your child's place permanently or reduce the number of days your child attends on a permanent basis, then 2 weeks paid written notice is required.
3. A credit of fees will be applied for sessions lost if the club closes for any unforeseen reason during term time i.e. club closure due to snow days, building maintenance, water leaks, no heating etc.

4. Should there be another lockdown & the club has to close a credit of fee's will be applied, however this does not apply for absences due to self- isolating.

Payment Terms:

Fees are assessed on a yearly basis every July for the following school year starting in September, details will be given in writing of any fee increases before the end of the summer term.

All fees will be invoiced in advance for each half term, and these can be paid in full or in two instalments as per the dates given on the invoice. Fees can be paid in by Childcare Vouchers, Government Grant, Cash or by Electronic Transfer however we do not accept cheques

Late Payments:

Please note late payments of fees will result in an automatic £25 Late Fee. In addition, habitual late payments will result in the withdrawal of your child's place until all fees/late fees are settled, and notice will be given if this happens.

If you have not settled your account with us at the end of each half term, your child will not be allowed to return until all outstanding fees are settled in full.

Your place may be permanently lost & allocated to another family on our waiting list.

After School Club Arrival:

All children in KS1 (R-Yr2) will be collected from their classroom by a member of staff at the end of the school day. KS2 children (Yr3-Yr6) will make their own way over to our building where all children will be signed in and accounted for. You will be required to sign your child out upon leaving.

Pick Up and Late Pick Ups:

1. We do not allow any child to walk home alone from the after-school club unless we have written consent, and your child will not be released to any adult that is not authorised on your child registration form unless prior consent is given.
2. All children can be collected at any time throughout the session but no later than 6:00pm and if you know that you will be late, **please** ring the club mobile at the earliest opportunity to let us know to allow our staff to make any personal arrangements. We recommend that you ask a relative, friends or neighbour to be on standby who can collect on your behalf and help you avoid the late fee.
3. **Late pick up fee:** If you are late for any reason a late fee of £10 per child **will automatically** be charged at 6.01pm. An additional charge of £1 per child per minute is added from 6:15pm. Habitual lateness will result in the cancellation of your child's place.

Please sign below and return along with the Child Registration Form:

I have received a copy of and understand the terms and conditions for Kidz R Us After School Club based at Uplands Primary School & Nursery

Child/ren Name: _____

School & Year _____

Parent's Signature: _____ Date: _____