






ORCHARD HOLIDAY CLUB

Terms and Conditions

The below Terms and Conditions relate to Orchard Holiday Club. Parents/Carers who complete a registration form must sign the bottom of the registration form agreeing to these terms and conditions. By signing the registration form you agree that you have read and understood all terms and conditions and any queries should be cleared up before signing the registration form.

1. Registration forms must be completed in full before your child can be allocated a place. This includes accepting these terms and conditions.
2. Parents/Carers must ensure all details on the registration form are accurate and up-to-date. Any changes must be made in writing.
3. To access the club, parents/carers must use the school entrance gate and ring the bell when they arrive at the door.
4. The Holiday Club will run Monday to Friday. The club will run from 8am – 5.30pm. Breakfast will be served every day – if children wish to have breakfast they must arrive before 8.30am. The choice of breakfast will vary from day to day – parents will be advised of what will be on offer by the club staff.
5. A light tea will be served to the children and this will vary from day to day – parents will be advised of what will be on offer by the club staff. If you wish your child to stay at the Holiday club from 8am – 5.30pm you must provide a packed lunch.
6. An adult must sign the attendee into the Holiday Club on arrival and out of the Holiday Club on departure.
7. If your child is unable to attend a session, you must notify the club staff on 07512110964. Please note: At the time of booking you select specific days/dates which you would like your child to attend. If your child is unable to attend for any reason you will not be entitled to a refund. In the case that you have not yet paid for this session, the monies will be outstanding to the Club. In the event of school closure, for example due to weather, a full refund will be given against the next term's fees for regular bookings or via cash/cheque refund for ad hoc sessions that had already been booked.

8. Invoices for regular sessions will be sent out prior to the start of the school holiday - confirming total booking period and amount due for the total period. Payment must be paid at least one week in advance. Parents have the following payment options:

-  By cash
-  By cheque
-  Parent Pay
-  Child care vouchers: Child care vouchers are accepted. If you choose to pay with child care vouchers you must allow enough time for Allington Primary School to be registered with the child care voucher provider.
-  Parents must inform Orchard Holiday Club of their means of payment so this can be logged to avoid confusion.

Fees for the Holiday Club are as follows: Full day (8am – 5.30pm) £25, Morning (8am – 12.30pm) £15.00 Afternoon (1pm – 5.30pm) £15.00

No partial refund will be given if a child attends too late to receive breakfast or does not require breakfast. Similarly if a child is picked up in the afternoon before tea is served.

9. Outstanding payment: Orchard Holiday Club reserves the right to refuse any child entry into club if payment is not made.
10. Once your child has been allocated a place you must give two weeks' notice to cancel this agreement. Any session within two weeks' notice period will need to be paid in full.
11. A child must not be brought to Orchard Holiday Club if unwell. The children's welfare is our main concern. If in the opinion of the staff a child is ill, then the parent/carer will be contacted to collect their child as soon as possible. The Academies' policy of 48 hours absent from school will apply following any symptoms of sickness/diarrhoea.
12. Any special dietary requirements (for example due to allergic reaction or cultural or religious beliefs) must be notified on the clubs registration form.
13. Parents must inform Orchard Holiday Club staff of any known medical conditions or health problems – these should also be noted on the registration form.
14. All accidents that staff are made aware of are documented in an accident book. Normal Academies' procedures for notifying parents in the event of an accident will be followed.

15. Orchard Holiday Club will not be liable for loss of property brought onto the premises by parent/carer or child. Please note that vehicles parked on the school premises are the responsibility of the owner and are not covered under the Academies insurance.
16. These extended school services are additional care outside normal school hours. The clubs policies and procedures reflect the Academies policies and procedures.
17. The Orchard Holiday Club staff aim to provide a safe, stimulating and happy environment for all children, ensuring that appropriate standards of behaviour, discipline and hygiene are met. Staff reserve the right to exclude any child whose behaviour is disruptive, following the Academies behaviour policy.
18. We will endeavour to provide a high quality service to the children and will seek feedback from parents/carers from time to time. If you have any concerns please speak to Orchard Holiday Club staff. If you are unable to resolve any issues please follow the Academies formal complaint procedure.
19. Ad hoc sessions: Parents will have the flexibility to book ad – hoc sessions as long as places are available. These sessions must be paid for at the time of applying for a place. A place can be booked by contacting 07512110964 and completing the relevant booking form. The procedure for these sessions remain the same as for regular sessions and a registration form and health forms must be completed before a child attends the Club.
Once booking has been confirmed the payment is non refundable in the event of non-attendance due to sickness or any other reason or for sessions only partly attended.
20. Use of computers: As part of the activities the children may have access to the computer suite. The children will be supervised at all times and the Academies internet safety procedures and policies will be followed at all times.
21. Films/TV: It may be from time to time children will watch films or TV programmes. The films will be 'U' certification and in line with the Academies procedures.

