

Young Inspirations Out of School Club Terms and Conditions

These terms and conditions form the contract between the Young Inspirations Out of School Club (the Club) and Parents or Carers of children attending (Users). The contract sets out the details of the agreement for the provision of child-care by the Club for children out of school time that will be paid for by the Users.

1. CRITERIA FOR ATTENDANCE

The criteria for children's attendance are:

- a) Children of parents/carers who are working or who are retraining for work
- b) Children in School years Reception to 6
- c) Users to register on "iPal" – Young Inspirations' on-line booking and payment system

The After School service is provided to children of the following schools:

- a) Loxford Primary
- b) SS Peter & Paul Primary
- c) Woodlands Primary
- d) Winston Way Primary
- e) Gordon Infants
- f) Cleveland Road Primary
- g) South Park Primary
- h) Uphall Primary

The Breakfast Club service is provided to children of the following schools:

- a) SS Peter & Paul Primary
- b) Winston Way Primary
- c) Loxford Primary
- d) South Park Primary

2. OPERATIONAL TIMES

The Club will normally operate 5 days a week during term time Monday-Friday. The After School Club operates from the end of the school day until 6.00pm. The Breakfast Club operates from 7:30am until the start of the school day. The Play-scheme operates from 8:00am to 6:00pm

The Club may occasionally close for staff training or for reasons that may be beyond its' control. In such cases as much reasonable notice as possible will be given to users.

3. FEES

Fees are due on the **first day** of attendance of any given week and should be presented in one of the following ways:

- a) Credit or Debit Card through your **iPal** account (Preferred)
- b) Childcare Vouchers
- c) BACS payment directly to Healthy Living Projects Bank Account – **CAF Bank Ltd**
Sort Code **40 52 40** A/C No. **00009680** please use your Child's Name as a reference.
- d) Cash.
- e) Signed Cheque payable to **Healthy Living Projects Ltd.**

Should our bank refuse to process your cheque a £5.00 handling charge will be levied. The value of the cheque plus the handling charge will then be due immediately by card or cash.

Young Inspirations is a non-profit making organisation and relies wholly on fees collected to pay for equipment, materials, meals and staff salaries, it is vital that fees are paid on time.

Late payment of fees may result in the Club imposing an additional penalty charge of £5.00 per day until arrears are paid and your booking may be cancelled.

Fees are still due even if your child does not attend the club you have booked.

Fees are not due if your child's school is closed for Inset Day, Bank Holiday or for an Election.

Fees will be reviewed from time to time. A period of one month's notice will be given for any increase in fees.

Current fees are as follows: -

	After School	Breakfast Club
Daily Charge:	1 Child £12.75	£5.00
	2 Children £24.25	£9.50
Weekly Charge:	1 Child £60.00	£24.00
	2 Children £114.00	£45.60

4. BOOKINGS

All bookings to be made by Parents on **iPal** - our on-line booking and payment system.

Bookings may be made up to 1 term in advance

Ad Hoc bookings can be made on **iPal** on the day up to 2:15pm however we cannot guarantee that places will be available.

Bookings to be paid for at time of booking

Bookings may be cancelled by Users on **iPal** by giving at least 7 days' notice

5. CANCELLATION

One month's written notice shall be given by Users if they intend to remove their child from the Club.

The Club at its sole discretion reserves the right to terminate contracts with Users by giving one month's written notice.

Upon receiving notice of intention to remove a child from the Club or in the event of absence of a child from the Club for a period of two consecutive weeks without written notification the club shall be free to offer the place to another child without prejudice.

6. ATTENDANCE

If a child is unable to attend the Club for whatever reason, Users are required to notify the After School Club by 1.30pm or the Breakfast Club by 8:00a.m.on **020 8514 4284** (An answering service operates outside office hours)

7. COLLECTION

Children must be collected from the After School Club promptly by 6pm by a person nominated on the Registration Form. Continual failure to collect children on time will result in a penalty charge of £5.00 per each 10 minutes after 6pm being imposed.

An extended collection time of 6:30pm can be arranged in advance at an additional charge of £5.00 per day.

8. ILLNESS

Users are required to notify the Club if any registered child, whether or not they are attending the club have been in contact with any infectious diseases. The Club reserves the right to refuse admission to the Club any child which the Club, at its sole discretion, believes or suspects to be unwell or suffering from any contagious or infectious ailment that may prejudice the general health and well-being of other persons at the Club.

Users are required to disclose to the Club immediately awareness of any abnormality, disability, infection or allergy, which may affect their child or any other person at the Club.

9. REFUNDS

The Club can only refund fees paid in advance in the event of a child being refused admission to the Club. Fees in any other circumstances are not refundable.

10. CHANGE OF PARTICULARS

Users are required to inform the Club in writing immediately of any change of any data previously provided by them to the Club on the Original Registration Form.

11. DECLARATION

I confirm that I have read and understood these terms and conditions and will abide by the conditions contained herein.

SignedPrint Name.....Date