



Terms and Conditions

After School Club and Holiday Club

- Your child's place on our waiting list can be guaranteed by completing a registration form and payment of our non-refundable registration fee of £30.00.
- Full week bookings of 5 full day sessions will result in a 10% discount.
- A 4 week notice period of termination is required in writing, otherwise full fees will be charged. Fees will be reviewed regularly and any changes will be notified with 1 month's written notice.
- All fees are payable by either standing order or cash, monthly in advance on the first day of each month. We do not accept payments by cheque.
- Fees are calculated over 51 weeks of the year with an inbuilt allowance for 2 weeks holiday per year. No further discounts will be given, including for bank holidays.
- Fee calculations are as follows: *Session rate x number of sessions per week x 51 weeks ÷ 12 months*
- An invoice is issued a week before fees are due.
- A charge of £20.00 is made for all late payments.
- Due to strict child:staff ratios it is important to keep to your child's session times. Parents and carers who collect their child late will be charged for the whole of the following hour. If children are dropped at nursery before their session starts, parents/carers will be charged for that full hour in addition to their usual fees.
- Any children collected late AFTER 6pm will be charged £15.00 for the first 15 minutes or part thereof. Thereafter it is £5.00 for every additional 5 minutes or part thereof.
- The Nursery and Holiday Club are both closed for 1 week over the Christmas period commencing 24th December and also for all Bank Holidays.