

Terms and conditions



Admission

Our Club aims to be accessible to children and families from all sections of our local community. The Manager organises club admissions, and we use a waiting list system when necessary. The waiting list will operate on a first-come, first-served basis, except that siblings will have priority on the same days as a sibling already attending. Please see our Admission and Fees Policy for more information.

We require a completed set of registration forms for your child before they can attend the club. This information will be treated as confidential and stored securely.

Re-enrolment for September is required at the end of the summer term. We cannot keep a place open for your child unless you complete a new registration form.

Payment of fees

The current fees are on the price list below. Fees are payable in advance by cash, bank transfer, or Tax-Free Childcare.

The price per session per child applies to all children. This is payable for all booked sessions, including those when your child is sick (7 am for the after-school club and 6 am for the breakfast club), as well as a month's notice for holidays in term time.

We do not charge for bank holidays and professional training days.

Please ensure that fees are paid promptly. Non-payment for more than one month may result in termination of your place. If you are having difficulty paying fees, please speak with the Manager confidently. There is a charge of ten pounds (£10) for late collection, which will be added to the next invoice.

Price List (the academic year ending July 2026)

Breakfast Club

7:00 – 8:45	£9 (including breakfast)
7:30 – 8:45	£8 (including breakfast)
8:00 – 8:45	£7 (yoghurt, fruit and a drink)

*Subject to demand (not currently available).

After-school Club

3:15 – 4:30 pm	£11
3:15 – 5:30 pm	£13

3:15 – 6:00 pm £14

School clubs

We will pick up the children from their school club at 4:15. However, this will require additional staff to accommodate the pickup. There is a £5 per-session cost for this.

Changes to days and cancelling your place

You must give us one month's notice of termination or changes in attendance. If you need to change the days your child attends, please contact the Manager. We try to accommodate such changes wherever possible.

Collecting your child/ren

We have priced the collection time to help parents with costs. You are required to pick up your child at 4:30 pm, 5:30 pm, or 6:00 pm. You are given five minutes' grace; after that, the late fee will be enforced. This late fee is £10 per child.

If a child is not collected after an hour, social care will be called.

Temporary changes

Please remember to notify us if your child will be unable to attend the Club for any reason. Even if you have informed your child's school, you still need to notify us, as the school does not automatically pass this information on to us. If your child doesn't attend a booked session, we will have to treat them as a 'missing child' unless you have notified us of their absence.

If you know in advance that your child will not be attending on any specific days during the following week, please notify the Manager by Thursday at the latest. In cases of illness or emergency when notice cannot be given, please call as soon as possible. Contact details can be found at the end of our Handbook.