**TERMS AND CONDITIONS AND HOLIDAY CLUB INFORMATION.**

Places are limited and are allocated on a first come first serve basis. Completed forms must be received at least a week before scheme starts.  
  
Daily registration is between 7:30 and 9:00am. Please ensure you sign your children in each morning. The club closes at 6:15pm each day. A charge of £5 will be incurred for every 15 minutes or part there after 6:15pm, payable on the day. Persistent lateness may lead to the withdrawal of your child’s place.  
  
The fee includes all activities and trips.  However, occasionally an additional charge may be required for some special and extensive trips. Prior notice will be given. If you do not wish your child/children to go on a particular trip/outing, there will be staff and a variety of on-going activities at the club to keep them occupied.

Please note that some of the outings will be subject to the weather. Should we have to cancel an outing due to some unforeseen eventuality such as adverse weather conditions, we will endeavour to re-arrange or find a suitable alternative to minimise the children's disappointment.   
  
 You will be notified of the departure and arrival times of all trips.  Please ensure your child arrives on time so they dont miss out.   
  
Please ensure that your children wear clothing/footwear suitable for the weather conditions each day with name tags. The club cannot be held liable for any personal items brought to the club. There will be a lost property box in the hall each morning and evening.

Although the service includes breakfast and afternoon meals, each child should bring a packed lunch.

The club will provide the relevant support for all children, taking their needs into account to ensure that they fully participate in the scheme. However, we reserve the right to exclude or refuse any child at anytime, prior to and during the scheme if, in our opinion, the child persistently behaves inappropriately and has a disruptive effect on the rest of the group and safety. A refund will be made for any days pre-paid thereafter.  
  
If you have any suggestions or concerns please let us know immediately. Remember that we value our relationship with parents/carers and are committed to working in partnership with you to provide quality play and care for your children. We will welcome you at all times to discuss our work, have a chat or take part in our activities.  
  
We hope your child/ren enjoy their time with us.  
  
Thank you