

TERMS AND CONDITIONS

Admission

Our Fun Club aims to be accessible to children and families from all sections of our local community. Admission to the club is organised by the Manager and we use a waiting list system when the need arises. The waiting list will generally be operated on a first come first served basis, but priority will be given to families in need and to siblings of children already attending the Fun Club.

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

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 £10.50 per child per afternoon session. From time to time ad hoc sessions are available for which the fee is £11.50 per child per session. Fees are payable in advance by debit card, cash, cheque, bank transfer, Paypal or childcare vouchers. Cheques should be made payable to "ASC(R) The Fun Club". If you wish to pay via a childcare voucher scheme such as Kiddivouchers, please ask the Manager or Treasurer for details. In the unlikely event of a cheque 'bouncing' we will add a charge to your bill to cover our costs.

The price per session per child applies to all children. Fees are payable for all booked sessions including when your child is sick, or on holiday.

Please ensure that fees are paid promptly. Non-payment for more than one month may result in your place being terminated. If you are having difficulty paying fees, please speak in confidence to the Manager or one of the Trustees. We can access funds in cases of financial hardship.

Changes to days and cancelling your place

You must give us a four weeks' notice if your child is leaving. If you need to change the days that your child attends, please contact the Manager. We try to accommodate such changes wherever possible.

Temporary changes

Please remember that we need to know if your child will not be attending 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 you know in advance of any days when your child will not be attending during the following week, please try to let the Manager know. In cases of illness or emergency when notice cannot be given, please call as soon as you can. Contact details can be found at the front of this Handbook.

Induction

You and your child are welcome to visit the Fun Club before your child's first day, to familiarise yourselves with the setting and to help your child settle in.

During your child's first session time will be set aside for an induction. The induction will include running through Fun Club's rules and routines (including meal times, collection, children's meetings), and introducing your child to the staff and other children.

Arrivals and departures

Our staff collect children from their schools and escort them to the Fun Club. A register is taken when children arrive in our care, and you must sign out your child each day when you collect them.

We expect that your child will normally be collected by the people you have named on the registration form. If you need a different person to collect your child on a particular day, you must notify us in advance. We will not release your child into the care of a person unknown to us without your authorisation.

See our Arrivals and Departures Policy for more details.

The Fun Club finishes at 6.00pm, if you are delayed for any reason please telephone the Fun Club to let us know. A late payment fee will be charged and added to your next bill if a child is collected after 6.10pm. This charge may be waived in exceptional circumstances at the discretion of the Manager or Treasurer.

1. Collection between 6.10 and 6.15pm will incur a charge of £5.00
2. Collection between 6.15 and 6.30pm will incur a charge of £15.00
3. Collection after 6.30pm will incur a charge of £15.00 plus an additional £20.00 for each additional 15 minutes.

If your child remains uncollected after 6.30pm and you have not warned us that you will be delayed, and we have been unable to reach you or any of your emergency contacts, we will follow our Uncollected Children Policy and contact the Social Care team.

Child protection

We do our utmost to create an environment in which children are safe from abuse and in which any suspicion of abuse is promptly and appropriately responded to. We comply with local and national child protection procedures and ensure that all staff are appropriately trained. For more details see our Safeguarding Policy.

Equal opportunities

Our Fun Club provides a safe and caring environment, free from discrimination, for everyone in our community including children with additional needs.

- We respect the different racial origins, religions, cultures and languages in a multi-ethnic society so that each child is valued as an individual without racial or gender stereotyping.
- We will challenge inappropriate attitudes and practices
- We will not tolerate any form of racial harassment.

Special needs

We make every effort to accommodate and welcome any child with special needs. We will work in partnership with parents or carers and relevant professionals to fully understand your child's specific requirements. We will endeavour to accommodate all children of all

abilities, whilst working within the Fun Club's limitations. Each case will be considered individually and risk-assessed to ensure everyone's safety.

For more details on equal opportunities and special needs, see our Equalities Policy.