



Holiday Club – Terms & Conditions

How We Work

We offer the children a wide range of activities including weekly trips, crafts and lots of physical activities.

You can book as few or as many sessions as you require. Please note the cut-off for bookings is 7 days prior to the start of the half term week. Sessions may be added after that time with the manager's discretion and subject to space.

Our Team

Our club is run by qualified, experienced managers and staff who ensure the children in our care receive the very best of everything. We adhere to guidelines regarding staff: child ratios as set out in the EYFS.

Nutrition

We believe in providing nutritional meals which are freshly prepared onsite within our Nursery kitchen. This is included in the cost of the club. The emphasis very much on healthy eating, we try to vary the menu as much as possible with water, and fresh fruit available. A hot meal is served, and a menu is available upon request. Children are not permitted to bring in food from home.

Registering child/ren

Children must be registered on our online system before booking. All information must be completed including main carers and at least two emergency contacts. All dietary, medical and SEN needs must be completed and if applicable a meeting with the manager must be arranged prior to sessions to ensure needs are met and relevant paperwork completed before the child attends.

Child Protection

We adhere to our internal safeguarding and child protection policies and procedures, which are aligned with Local Authority procedures, to ensure the safety of all children, families, and team members are at the forefront of all that we do. All of our staff have been DBS checked as well as going through a rigorous selection process. You will be asked to sign a child protection agreement and inform us of the school your child attends.

Insurance and liability

Our liability insurance cover is in place and our policy is displayed within the reception area. We accept no liability for any loss arising directly or indirectly as a result of the Holiday Club being temporarily closed or the non-admittance of a child to the Out of School Club for any reason.

Accident procedure

We reserve the right to administer basic first aid and treatment when necessary. Parents/carers will be informed of all accidents and will be required to sign their child's accident form. For accidents of a more serious nature involving hospital treatment, all attempts will be made to contact parents/carers, but failing this, we are hereby authorised to act on behalf of parents/carers and authorise necessary treatment.

Children attending

We may require you to withdraw your child from Holiday Club if it is considered the child is not well enough to attend or there is reasonable cause to believe that the child may be suffering or has suffered from any contagious disease. Please read the literature provided regarding the incubation and exclusion period.

We may require you to withdraw your child from the Holiday Club if the setting manager considers the child to be disruptive or displaying inappropriate behaviour.

Fees

Our pricing policy is completely transparent and aims to reflect the levels of service we provide. Fees are paid in advance at the point of booking. Our fees can be found below. All costs are reviewed on an annual basis.

In the case of late collection of child/ren we reserve the right to charge you for the later session. Should you arrive later than your booked session, a fee of £5 for every 5 minutes will be charged. This is to cover the costs of staff overtime and the cost of keeping the holiday club open.

Full fees will be charged for any absence due to illness.

Bank Holidays are not charged.

All fees must be paid in full before the session, tax free childcare payments and vouchers must be uploaded. Late payments may result in a cancellation of your place.

Cancellation cover must be purchased per session to receive a refund of the session. Management must have the request in writing within 24 hrs. of the session commencing. Any trip day cost is not refundable.

Property and Belongings

We provide an extensive range of toys for children of all ages; it is therefore not advisable for children to bring toys and games from home. We cannot accept responsibility for property or belongings brought to the club. Every effort responsible will be made to ensure the child's belongings will not be lost or damaged. Children are not permitted to bring mobile phones or digital devices (iPads or Smartwatch).

Security

If you require someone other than those notified to us to collect your child, you must contact the Club Manager. Under no circumstances will a child be allowed to leave with anyone unknown to the club staff unless previously arranged. A password must be given and a photo ID.

Holiday Club Fees and Session times

Full day – 8.30pm to 6pm - £58.00
School Session – 8.30am to 3.30pm - £43.50
Morning – 8.30am to 1.30pm - £36.00
Afternoon – 1.30pm to 6pm - £36.00

Early Club – 8am to 8.30am - £3.50
Late Club – 6pm to 6.30pm - £3.50
Cancellation Fee - £3.50 per session

We offer 5% sibling discount on the eldest child and 5% NHS Discount (with proof of employment)

Contact Details

Holiday Club Manager – Lianne Payne

Email: thehubholidayclub@kidsplaychildcare.co.uk

Website - www.kidsplaychildcare.co.uk
