



### **Haslington Care Club Terms & Conditions**

Haslington Care Club is open every Monday to Friday during term time and is available to all children from Nursery to Year 6. The club is based in the static building to the rear of the school which is accessible via the path to the side of the school. The Club offers a wide variety of physical, academic and fun activities for the children to participate in. Haslington Care Club also offers a healthy choice of breakfast every day during the morning sessions for children who arrive prior to 8.30am and also offers a snack for the afternoon club sessions.

#### **Opening times:**

Morning Sessions - 7.30am to 9.00am

Afternoon sessions – 3.15pm – 6.00pm

#### **Club Charges:**

Morning Sessions - £5

Afternoon Sessions - £10

#### **Bookings:**

All bookings will be managed by parents, carers and guardians via our management information system, Arbor. All parents, carers and guardians will first need to top up their Care Club balance prior to booking any sessions. You may book as many or as few sessions as you like for as far in advance as the booking system allows. However, we reserve the right to cancel sessions if the 48-hour cancellation period is used repeatedly. Payments for tax free childcare will need to be made in advance of the bookings, failure to do so may result in your sessions being cancelled.

#### **Cancellations and Refunds:**

All parents are entitled to a full refund for any sessions that are cancelled with more than 48 hours notice. Please note, there will be no refund if the notice is less than 48 hours. All refunds will be credited to your Care Club balance on Arbor and will be processed in a maximum of 5 working days. To cancel a booked place, please email:

[admin@haslington.cheshire.sch.uk](mailto:admin@haslington.cheshire.sch.uk).

#### **Late Pick ups:**

Any children who have not been collected by 6.10pm will be charged a late collection fee of £10 which will automatically be deducted from their Care Club balance.

#### **Parking:**

Parents, carers and guardians are **not** allowed to park on the school car park for Care Club pick ups and drop offs unless you have a blue disabled badge. We reserve the right to cancel club sessions should parents, carers and guardians fail to follow this rule.

#### **Drop offs and pick ups:**

It is the parent, carers or guardians responsibility to ensure children arrive safely. Children attending Breakfast Club must be in the care of an adult until the doors open and must not be left unsupervised by the gate. Children must be collected by an adult who is 18+ years of age. Children will be withheld unless a recognised adult who is 18+ years of age is collecting and you must notify the school if a friend or alternative family member is collecting your child on your behalf.

**By signing below, you are agreeing to the terms and conditions set out above for Haslington Care Club. Children will not be allowed to start without a signed and dated copy of this form.**

**Child/Children Names:** \_\_\_\_\_

**Parent, Carer or Guardians Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_