

# Terms & Conditions

## Registration

- All parents / carers must complete our Registration Form before a child can be accepted at **Ghyllside Out of School Club**. Registration must be done directly via your on-line account with Childcare on-line Booking.
- **Ghyllside Out of School Club** must be notified of any changes in Registration details, as soon as possible, in writing by the parent / carer.

## Booking Sessions

- All sessions requested by parents / carers are subject to availability.
- All sessions booked must be paid for in advance.
- No parent / carer should consider a booking as being accepted until payment has been received by the Club.
- **Ghyllside Out of School Club** will credit all fees charged, if the club is forced to close due to unforeseen circumstances.

## Cancellation

- Latest time for cancelling BC/ASC is 5pm the day before.
- Latest time for cancelling Holiday Club is 3pm 14 days before.
- If not cancelled within these time limits, sessions will still be charged for.

## Cutoff

- Latest time for booking BC/ASC is 5pm the day before.
- The latest time for booking HC is 3pm the day before.

## **Responsibility for attendance**

- It is the parent / carer's responsibility to ensure that their child / children arrive, on time, to any Breakfast or Holiday Club, and are signed in accordingly.
- It is the parent / carer's responsibility to ensure that their child / children are aware that they will be attending any After-School Club.
- It is the parent / carer's responsibility to notify the school if there are late changes made to their child / children's club attendance on that day.

## **Penalties for Late Collection**

- It is the responsibility of all parents / carers collecting children to do so promptly at the end of the session. Failure to do so will expose the parent / carer to the payment of a financial penalty and will constitute a breach of the terms and conditions, entitling Buddies Clubs to exclude the child from subsequent sessions.

## **Responsibility for Payment**

- The responsibility for payment of all fees, charges and penalties lies at all times with the person who has made the booking.
- Failure by **Ghyllside Out of School Club** to make a written or verbal request for payment of fees does not constitute an excuse or reason for late, or non-payment under any circumstances.
- Failure to settle all fees and/or penalties when due may result in the clubs taking action (including legal action) to recover any outstanding sums.

## **Legal: Waivers, Exclusions and Jurisdiction**

- These terms and conditions are governed by English law and subject to the jurisdiction of the courts of England and Wales.
- **Ghyllside Out of School Club** shall not be liable for any direct or indirect loss suffered by parents / carers as a result of club closures under the terms of the agreement, including but not limited to loss of profits, increased costs or expenses or wasted expenditure.