



**St Cuthbert's C of E
Primary School**
The Chase, Great Glen, Leicester LE8 9EQ
Tel: 0116 2592764

Booking Conditions

1. I understand that I must read and agree to the Club Parental Contract and agree to the terms therein before any School Care provision commences.
2. Once a place has been booked it will remain booked from term to term, school year to school year until such time as you give written notice through the booking app or via communication with the office.
3. Preferably a notice period of 24 hours is required to change any pre-booked arrangement or to cancel a place
4. Invoices will be raised monthly for sessions booked and payment is required within 7 days. Sessions booked but not used will not be credited, refunded or swapped. Absence due to long term sickness (over 5 days) will not be charged. Fees unpaid may result in your child's place being cancelled.
5. Persistent late collections or non-payment of fees could lead to a cancellation of your child's place.
6. For the After School Care if you arrive late to pick up your child you will be invoiced for the additional fee to the end of the next session (for example if you book until 4.30pm but pick up at 4.45pm you will be invoiced for the fee to 5.00pm retrospectively)
7. If your child usually stays for a snack, however, on occasions you need to pick them up earlier then you MUST inform a member of club staff or send an email before 11.00am on the day.
8. The After School Care provision closes at 6.00pm. We will charge a late collection fee for every 10 minutes after 6.00pm. Please let the Club school team know if you are going to be late. We reserve the right to exclude children from our clubs if they are consistently collected after the club's closing time.
9. If after doing everything possible to contact parents and emergency contacts, the child still remains at the provision at 6.30pm the after school team will follow the Uncollected Child Policy and contact Social Care.