



## **Cygnets Before and After School Club - Terms and Conditions**

### **1. Registration and Booking**

- All children must be registered with the Before and After School Club before attending.
- Places are offered on a rolling basis to ensure priority is given to those currently attending for the following academic year.

### **2. Fees and Payment**

- Fees are notified at the beginning of each academic year.
- Fees are payable monthly according to the school's invoicing system.
- Outstanding balances are expected to be cleared at the end of each calendar month.
- Non-payment may result in the suspension of your child's place until payment is received.
- Late collection charges are detailed in the Cygnets booking form.

### **3. Cancellation and Notice Period**

- A minimum of **4 weeks' written notice** is required to cancel a child's place in the club.
- Notice must be submitted via email or written letter to the school office.
- Fees will continue to be charged during the notice period, regardless of attendance.
- Re-booking will not be accepted within the notice period unless there are exceptional circumstances, and this has been agreed by the Headteacher.

### **4. Attendance and Changes**

- If your child is unable to attend a session, please inform the club as early as possible.
- No refunds or credits are given for missed sessions due to illness, holidays, or other absences.
- Changes to booked days (increasing or decreasing attendance) must be requested in writing and are subject to availability and the 4-week notice rule applies for reductions.

### **5. Safeguarding and Behaviour**

- The club follows the school's safeguarding policies and behaviour expectations.
- Persistent poor behaviour may result in a temporary or permanent suspension from the club.

### **6. Emergencies and Medical Conditions**

- All relevant medical information and emergency contact details must be provided and kept up to date.
- In case of emergency, staff will act in the best interest of the child and contact parents/guardians as soon as possible.