

The Hive at Wheelock Primary School

TERMS AND CONDITIONS



- I consent for my child to attend the before and after school club operated by Wheelock Primary School. I understand that the club has policies and procedures which are available for my reference at any time, and that there are expectations and obligations relating to both the club and myself and my child and I agree to abide by them all.
- I understand that the before and after school club is a play setting and that whilst my child is in attendance, Wheelock Primary School is legally responsible for him/her.
- My child will be provided with breakfast and/or a snack and drink whilst attending the club and I will ensure that any dietary requirements or allergies are formally communicated to the staff prior to attendance.
- Once my child is in the care of the before and after school club, they will remain as such until they are taken to class after the breakfast club and/or signed out and collected from the after school club.
- I will contact the club prior to the start of any session to request any additional sessions that have not been pre-booked during registration. I understand that I will be charged for all additional sessions attended and that these are charged at an additional cost of 75p per session. Additional sessions will be payable to the school upon receipt of an invoice.
- I will book my child into sessions on a termly basis and pay promptly upon receipt of each invoice issued by Wheelock Primary School, even if my child has not attended pre-booked sessions due to illness or holidays.
- I understand that should I wish to cancel my **contract** I will inform Wheelock Primary School in writing/via email giving a notice period of 4 weeks. The four week notice period will begin on the first Monday after the notice has been given.
All bookings paid for in advance and subsequently cancelled will be refunded in full or the amount added to your account as an account credit. Please telephone the office (01270 845911) or email jwilliams@wheelock.cheshire.sch.uk to cancel any bookings or amend any contracts.
- I understand that fees are payable monthly by the 01st of each month. If payment has not been received by the 04th of the month I will incur a £10 late payment fee.
- I understand that frequent late payment may result in my child's place at The Hive being withdrawn.
- I understand that if my account is still in arrears 28 days after an invoice has been issued, my child's place at The Hive may be withdrawn.
- It is my responsibility to ensure Wheelock Primary School is kept informed and up to date of any alterations to information provided regarding my child, i.e. contact details, medical conditions etc.

