



### **Clubhouse Terms & Conditions**

1. After School sessions cost £11.00 per child (3.05pm - 6.00pm)
2. Breakfast sessions cost £4.00 per child (7.40am - 8.40am)
3. Flexible sessions are permitted and are charged at an increased rate of £5.60 for a Breakfast Club session and £15.40 for an After School Club session.
4. Flexible sessions must be booked 24 hours in advance with the Clubhouse Manager and must be paid for prior to or on the day of the booked session
5. Regular sessions will be invoiced on a half-termly basis, in advance, and full payment is due within 7 days of the date of the invoice
6. Fees are not transferrable or variable and are payable regardless of how long your child attends each session at Clubhouse
7. Fees are non refundable
8. Persistent late or non-payment of fees will forfeit your child's place
9. In exceptional circumstances where the school is unable to open, such as a Snow Day, fees are non-refundable
10. If your child/children are unable to attend a session you must inform the club directly. You will not be entitled to a refund. In the event that you have not yet paid for these session(s), the monies will remain outstanding to the school
11. Parents should recognise that there are expectations and obligations relating to the conduct/behaviour of children, in line with School Policy. Failure to abide by such expectations will result in a child no longer being able to attend the club
12. The club will not accept any responsibility for loss or damage of personal belongings
13. In the case of late collection from the club a fee of £5.00 per 15 minutes late, or part thereof, will be imposed on the parent/carer per child. If a child is still uncollected at 6.30pm, regardless of contact with a parent or other authorised person, school may be required to inform Sefton's Safeguarding Team
14. It is the Parent's/Guardian's responsibility to inform the Clubhouse if there are any changes to the contact details or health information