

## Terms & Conditions

### Registration

- All parents / carers must complete our Registration Form before a child can be accepted at a **Gresford Governors' Clubs & Playgroup**. Registration must be done directly on our website.
- By registering, the parent / carer gives **Gresford Governors' Clubs & Playgroup** permission to take your child/children off site – this may be for the purpose of, but not limited to, a walking bus or organised trip.
- **Gresford Governors' Clubs & Playgroup** 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.
- Bookings may be made up to **3pm on the Friday of the week** before the start of any session. Children will not be able to be booked in after that time.
- **Gresford Governors' Clubs & Playgroup** will credit all fees charged, if the club is forced to close due to unforeseen circumstances such as extreme weather etc.

### 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 Teatime 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 **Gresford Governors' Clubs & Playgroup** 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 **Gresford Governors' Clubs & Playgroup** 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.

### **Childcare Vouchers**

- We accept Childcare Vouchers, Tax Free Childcare and use of the 30 Hour Childcare Scheme.
- Reference numbers showing use of the above must be provided at the time of booking into the booking system.

### **Grounds for Exclusion**

- Should children display physical, verbal or other behaviour which are a cause of concern as deemed by the Responsible Individual, the right to book and access Gresford Governors' Clubs & Playgroup will be revoked either on a fixed term or permanent basis. The decision of the Responsible Individual is final and there is no right to appeal.

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

- These terms and conditions are governed by British law and subject to the jurisdiction of the courts of England and Wales.
- **Gresford Governors' Clubs & Playgroup** 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.