

# Little Greg's Pre-School, Club LG Breakfast & After School Club

## Terms and Conditions

Valid 1<sup>st</sup> September 2025 – 31<sup>st</sup> August 2026.

### Registration

- ❖ On Initial Registration with Club LG a fee of £25 is chargeable to cover administration of placements. This is non-refundable.
- ❖ Eash Academic Year, a new Registration Form must be completed, to ensure that medical and emergency contact details are available and up-to-date. This does not incur charges.
- ❖ Child Protection Policy & Procedures, means we cannot accept any child into the Club without these details being provided annually.
- ❖ Any changes to details provided MUST be advised to Little Greg's Pre-School in writing/via email.

### Contact Information

- ❖ Little Greg's Pre School co-ordinate all club LG bookings – they can be contacted on **01789 290198** (main school office, during school hours).
- ❖ Outside of these hours a dedicated Club LG Mobile number is available (for emergency only) **07702 402946**
- ❖ Email communication should be sent to: [LGCLUB3506@welearn365.com](mailto:LGCLUB3506@welearn365.com)

### Fees (valid for Academic Year 2024-2025)

Fees are per child, per session as follows:

07:40 – 08:40	Breakfast Club	£7.00
15:15 - 16:15	After School - 1 <sup>st</sup> session	£6.00
16:15 – 17:15	2 <sup>nd</sup> session – includes snack	£6.50

- ❖ Any child that attends for only part of a session will still be charged at the full session rate.

### Pre-Booked Sessions

- ❖ All sessions to be booked must be accompanied by a completed Club LG Booking Form – verbal or email bookings will not be accepted. Forms are available via our website, email, or collected from the Club LG Staff team.
- ❖ All confirmed, pre-booked sessions ensure your child has a place at the relevant club/time slot.
- ❖ We cannot guarantee that a place will be available for any booking requested as one-off extra sessions.

- ❖ We will offer places up to the legal maximum with the appropriate staff/child ratio.
- ❖ Due to limitation on numbers we advise to book early.
- ❖ Late bookings may be accepted at the discretion of the management team.

### Invoicing

- ❖ Pre-booked sessions are invoiced prior to the start of each half term. Any extra sessions will be invoiced as necessary.
- ❖ All payments must clear to our account by the 4<sup>th</sup> of the month following invoice, either by DD or childcare vouchers. Unless paying via Childcare Vouchers, a Direct Debit set-up is required to enable Little Greg's Pre-School to take payment of fees as due. The Direct Debit Mandate Guarantee is available on the website page for reference.

### Non or Late Payment

- ❖ Late or non-payment of fees will be subject to late payment charges.
- ❖ Persistent failure to pay all fees and penalties due, may result in further action (including legal action) to recover all outstanding monies.
- ❖ We reserve the right to exclude a child or children from the Club LG setting until the fees and charges have been paid in full.

### Notice

- ❖ No changes to pre-booked sessions will be accepted.
- ❖ Extra-sessions may be requested and will be offered if spaces are available.

### Late Collection

- ❖ All children must be collected promptly at the end of the booked session.
- ❖ A fee of £10 is payable for **each child** attending, for every 15 minutes, or part thereof. This contributes towards the additional staffing costs incurred because of late collection.

### Cancellations

- ❖ Full fees will be charged for booked sessions that are not used.
- ❖ Parents must inform Club LG if their child is not attending in order that registers are marked off accordingly.

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- ❖ If we must close due to events or circumstances beyond our control, the sessional fee will be payable in full, and we are under no obligation to provide alternative childcare to you.
- ❖ If closure exceeds 3 working days, we will credit the number of days closed after the initial 3 day period.

### **Medication**

- ❖ The staff of Club LG are only permitted to administer prescribed medication to children in their care. Club LG staff have a medication book, which is completed and signed by parents as necessary.

### **Accidents and Incidents**

- ❖ If your child has an accident or incident in our care, you will either be informed immediately or on collection of your child, depending on the severity.
- ❖ An accident report form will be completed by the Club LG Staff.

### **Grounds for Exclusion/Illness**

- ❖ Any child who has suffered from sickness, diarrhoea, high temperature or conjunctivitis must be kept away from the Club for a period of 48 hours after such condition has ceased.
- ❖ Any child with head lice must be kept away from the Club until the hair has been fully treated and cleared.
- ❖ Should any child suffer from any of the above whilst at the Club, the staff will contact the parent/carer to ask them to collect the child as soon as possible.
- ❖ We reserve the right to exclude any child who exhibits persistent poor behaviour, including (but not limited to) bullying, verbal abuse, physical violence, fighting, racial incidents, defiance, rudeness to others, dishonesty, disobedience, or damage to property.
- ❖ We reserve the right to exclude any child for any single act of particularly serious behaviour, or where the parent/carer is in breach of any of the Club's terms and conditions.
- ❖ Refunds will not be made if children are excluded on the grounds set out above.

### **Personal Items**

- ❖ Any personal items brought to the Club must be clearly named.

- ❖ The Club cannot be held responsible for the loss or damage of any personal items.
- ❖ Club LG holds a no electronic device policy. If your child holds an electronic device this must be handed into the Club LG staff.

### **Collection of Children**

- ❖ Children must be collected by a parent/carer who may be asked to present photographic ID or know the child's security password.
- ❖ If someone different is to collect the child, Club LG must be notified in advance preferably in writing/email.
- ❖ No child will be released until security information has been supplied by the person collecting.
- ❖ If older siblings are collecting, we require a letter giving us permission for them to do this and the names of siblings in the setting.
- ❖ Children under 8 cannot be collected by older siblings due to child protection laws.

### **Other after school activities**

It is the responsibility of the parents to inform Club LG administrative team/Club LG Supervisor of any other out of school activity that the child is attending prior to/or after the child is attending/has attended Club LG.

Club LG staff are not responsible for escorting/collecting children to or from any other after school club. They only collect children direct from the classrooms than at the end of the main school day (i.e. 3.15pm)

Children attending St Gregory's organised after school clubs are expected to be escorted to the Club LG room after their session by the relevant St Gregory's School Club Leader.