



at St Wilfrid's we can



# St Wilfrid's Kidz Klub

'I can do all things through Christ who strengthens me.'  
Philippians 4:13

## Terms and Conditions Contract

The following terms and conditions apply to all users of St Wilfrid's Kidz Klub.

### Sessions

- The morning session is 7:45am - 8:45am
- The afternoon sessions are:
  1. 3.15pm - 4.15pm
  2. 4.15pm - 5.15pm
  3. 5.15pm - 6:00pm
- Your child must be picked up on time.
- Additional fees will be charged for late collection for any session.
- Late collection on any 3 occasions during one term will result in a written warning from the Kidz Klub manager. Any further late collections will result in the loss of your child's place.
- The Kidz Klub manager will automatically roll over all allocated sessions at the end of the academic year (children in Reception to Year 5), unless notified to the contrary by the parents/carers.
- Any places outstanding thereafter will be offered as vacancies.

### Fees

- Fees must be paid every Monday (regardless of the day your child attends Kidz Klub).
- Fees - To be paid via ParentPay.
- Payment must be made for each hour session or part of a session that your child attends.
- Non-payment of fees after three written reminders will result in the loss of your child's place.
- Fees are subject to annual review by the Directors. Increases will be notified prior to the end of the Summer Term.

### Cancellations

- Cancellation of any session (except for periods of prolonged illness) will incur full fees. Non-attendance due to holidays taken during term time, school trips and after school clubs will incur full fees.
- Any increase or change in sessional status will be subject to availability.
- Parents/Carers wishing to alter their sessional status in any way must give two weeks' notice to the Kidz Klub Admin Officer. This can either be a written letter handed in to the office or an email sent to [k.flynn@saintwilfrids.wigan.sch.uk](mailto:k.flynn@saintwilfrids.wigan.sch.uk)

## Health and Safety

- The Kidz Klub manager on behalf of the Directors, reserves the right to refuse admission (following consultation with the Parents/Carers) to any child who appears unwell, is suffering from a contagious disease, sickness or is medically unfit to attend.
- Children displaying unacceptable behaviour will be reviewed after a trial period. In consultation with the Parents/Carers the directors will decide, whether the club can meet the needs of the individual child.
- Parents/Carers must provide the Kidz Klub Manager with a list of those people who are authorised to collect their child from the Kidz Klub on the registration form provided.
- Children attending Early Years, Key Stage 1 and Key Stage 2 Kidz Klub must be accompanied to and from Kidz Klub with an authorised adult, aged 16 years or over.
- Parents/Carers must inform the Kidz Klub Manager of any dietary constraints, allergies or medical conditions on the registration form provided.

## Complaints Procedure

All complaints should be made verbally or written in the first instance, to the Kidz Klub Manager. If a resolution or satisfactory explanation is not reached then please follow the complaints policy which can be found on the school website [www.saintwilfrids.wigan.sch.uk](http://www.saintwilfrids.wigan.sch.uk)

PLEASE SIGN AND DATE TO SHOW YOUR ACCEPTANCE OF THE TERMS AND CONDITIONS, AND RETURN TO THE MANAGER.

Child's Name: \_\_\_\_\_

I, \_\_\_\_\_ (Print Name) have read the terms and conditions listed above and agree to abide by them.

Signed: \_\_\_\_\_ (Parent/Carer)

Date: \_\_\_\_\_

Signed : \_\_\_\_\_ (on behalf of St Wilfrid's Kidz Klub)

Date: \_\_\_\_\_