



## Contract & Conditions of entry - Out of School Club

### Opening times

Snapdragons is open from 1500 - 1800 term time for After School Club and 0800-1800 out of term time, Monday to Friday throughout the year excluding bank holidays, the Christmas holidays and staff inset days. The morning session is from 0800-1245 and includes mid-morning break. The afternoon session is from 1315-1800 and includes tea. Flexible arrival and departure times can be arranged to suit individual needs.

### Fees

Our current fees are as follows:	Registration fee	£10 per child
	After School (3pm - 6pm)	£47.25 per full-time week £10.50 per day
	Holiday Club (8am - 6pm)	£115.50 per full-time week (8 - 6) £26.25 per day (8 - 6) £13.50 per session (AM/PM)
		£94.50 per school-day week £21 per day (9 - 3)

Fees include a mid-morning snack, an afternoon snack and a light tea depending on sessions. Children in Holiday Club should bring a nut-free packed lunch.

### Registration

You are required to pay a £10 non-refundable registration fee, which guarantees a place on our waiting list. We will notify you as soon as a place becomes available. The registration fee is not part payment of fees.

Registration is subject to Snapdragons Conditions of Entry. The Principal reserves the right to resign the charge of any child.

### Fees & holiday allocation

Please check with the club to check opening schedules for school inset days. For clubs closed on bank holidays, no charge will be administered. Refunds will not be given if the children are absent from the club for any reason or if the club is forced to close through adverse weather conditions. Sessions may also not be swapped on these occasions. Fees are calculated on a termly basis and are due in full prior to the end of the term.

There will be an annual fee increase.

### Late payment charges

Fees that are not paid by the due date will incur a surcharge of 5%. Fees still unpaid at the time of the next issued invoice will incur a surcharge of 7.5%. Re-presented or returned cheques will incur an additional charge of £10 per cheque. Snapdragons may exclude children from the club if fees remain unpaid after more than one term.

### Changing sessions

You are required to give one month's notice in writing when reducing sessions or leaving the nursery and normal monthly fees apply for the notice period.

### Early drop-off / Late pickup fees

It is possible to pre-book children to be dropped off between 07:30 and 08:00 or 18:00 and 18:30. These sessions will incur a charge of £5. Children that are collected late at the end of their session will incur a late pickup charge of £7. For children who are still not collected by 18:15, a further charge of £15 will be administered.

### Employees

The club does not accept responsibility for employees carrying out babysitting for parents. Employees are acting independently in these cases and all arrangements must be made outside of employee working hours. If a member of staff, within six months of leaving Snapdragons, is employed by a parent of a child who was previously registered at the club, then the parents will be liable to pay Snapdragons the equivalent of six months salary for the employee at the time that their employment ended.

### Childcare Vouchers

Snapdragons accepts any type of childcare voucher that your employer may use. You are entitled by the government to a maximum of £243 per month which can be deducted from your salaries tax free to be used for the payment of childcare fees. You will need to set up this arrangement with your employer. Please make sure that you use your child's name as a reference with any electronic payments.

### Child illness / absence

Snapdragons has an illness and exclusion policy in place for children suffering from contagious diseases. Please refer to this policy on our website for more information on specific illnesses. Parents are required to notify the club if their child is going to be absent from the club through illness or other reason.

## Daily collection

Snapdragons will only release custody of a child to a named person under the authority of the parent or guardian. Collection will only be authorised upon the signing of the register by the named person and a staff member. Parents should not collect children without first registering with a member of staff in the room.

## Contact details

Parents have a responsibility to update the club within 24 hours of any change in address or contact details.

## Policies & procedures

Snapdragons' policies, including Special Educational Needs, Safeguarding Children, Behaviour Management and the Complaints Procedure are available in the office and you may request to see these at any time. A parent policy pack is kept by the nursery entrance.

## Conditions of entry

Snapdragons reserves the right to change these conditions at any time with one month's notice.

### Emergency treatment permission

I hereby give my consent for the Club to seek emergency treatment and / or medication (GP or Emergency Services) in the absence of parents.  
*If no, please give details of the procedure you would like us to follow.*

### Declaration

I agree to abide by the conditions of entry listed above and overleaf and register with the nursery. I enclose my registration fee of £10 to register my child at the Out of School Club at Snapdragons Nursery.

Child's Name:

Parent / Guardians' Signatures:

Date:

We will provide you with a copy of your signed contract for you to keep. If any of your details change, please notify us as soon as possible to ensure our files are up-to-date.

As a day carer registered with Ofsted, I am required to follow the Child Protection Act Procedures agreed through the Area Child Protection Committee in BANES. I have a duty to refer to Ofsted if I suspect that child abuse may be an issue. My first concern will always be the welfare of your child.

Head Office: Prospect Farm, Atworth, Melksham, Wiltshire SN12 8JW

Telephone 01225 707 009

[www.snapdragonsnursery.com](http://www.snapdragonsnursery.com)

Directors Paul and Rosemary Collard. Registered in England No. 04399758. Registered Office: 1 Abacus House, Newlands Road, Corsham, Wilts SN13 0BH