

Galaxy Before and After School Club

PLEASE READ CAREFULLY.

Terms and Conditions of Registration.

1. Only children of primary school age who attend Southborough Primary are eligible to attend the club.
2. All children must be registered in advance and for security reasons, parents must indicate the attendance days and supply details of authorised collectors.
3. Any relevant care/custody/court orders relating to the safety of the child should be made known to the Manager. (All details are kept strictly confidential). Parents should also be aware that galaxy is part of the school and information concerning pupils may be shared between school and galaxy and vice versa.
4. A one off registration fee of £20.00 per child will be charged.
5. All fees must be paid by Parentpay **at least a week** in advance. Failure to pay promptly may result in the loss of a place in the club. Galaxy does not accept cash or cheques.
6. **The premises will close at 6pm and all children must be collected by that time. A charge of £25 will be made for the late collection of the child/children.**
7. **Late collections will not be tolerated, and persistent lateness will result in the loss of the child's/children's place in the club.**
8. **N.B. After 6pm, if no contact has been established with the parent/carer, the child/children can be taken to Social Services.**
9. Parents must inform the Manager if the child is not being collected by the nominated parent/carer or if the child/children are unable to attend.
10. If for any reason sessions are cancelled by the parent/carer full fees will still be payable.
11. Parents/carers of pupils scheduled to attend on the last day of a full term will be charged an extra fee to cover the hour between 2.15 pm and 3.15 pm when the school closes early.
12. Children will not be allowed to leave the premises unless accompanied by an authorised person. Children will not be allowed to leave the premises with anyone under the age of 14 years or by themselves once registered into the club. (The Manager will need proof of age).
13. Parents/carers are not allowed to drive onto the school site (or BYMT) at any time without permission. Any parents/carers seen to be ignoring this rule risk losing their child's place at galaxy.
14. We accept no responsibility or liability for any valuables brought to the club by any child.
15. The Manager must be notified of any change of address/telephone number or circumstance that may affect your child and their well-being whilst they are at the club.

16. **Two weeks notice in writing is necessary if your child is no longer going to attend Galaxy.**

The Galaxy Club

SCALE OF FEES

REGISTRATION:	£20.00 per child. (Will be charged to account)
BEFORE SCHOOL CARE:	£6 per session.
AFTER SCHOOL CARE:	£13.50 per session.

CANCELLATIONS:

FULL FEES ARE PAYABLE

LATE COLLECTION: £25.00 per child

Fees to be paid in advance by Parentpay (preferred) or via your child's childcare voucher/ grant payment or other accepted payment provider. We are a cashless club and do not accept any form of cash payments or cheques.

TWO WEEKS NOTICE IN WRITING IS REQUIRED IF YOUR CHILD IS NO LONGER GOING TO ATTEND THE GALAXY CLUB.

No driving on site is permitted unless permission given.

To be retained by Parent /Carer.