Prestbury St Mary's Federation Kids' Club
Terms and Conditions

Bookings

- All bookings must be made through https://stmarysfedKids'pace.magicbooking.co.uk/
- All bookings are subject to availability
- The person making the booking accepts the booking conditions on behalf of the account holder
- All bookings must be paid for at time of booking unless you are paying by Childcare Vouchers/Tax Free Childcare or your child is in receipt of Pupil Premium
- On the day booking closes at 8am each day

Cancellation Notice and Charges

- Booked Kids' Club spaces are non-refundable
- Booked Kids' Club spaces can only be amended on the Magic Booking Website up to 7 days in advance. Credit notes off-set amount from a previous invoice, they do not necessarily generate a credit. A credit on account is only generated if there is no outstanding amount on the account.
- If less than a week's notice is given to cancel a booking, no credit note will be issued.
- Any booked sessions which are not attended are still charged unless the session(s) has/have been cancelled by the school or Kids' Club
- All bookings must be made prior to arriving onsite. If you arrive at Kids' Club and have not booked, your child will not be accepted until a booking is made, and you will be asked to collect your child immediately.

Payments and Overdue Balances

- Types of payment available are Credit/Debit card, Childcare Voucher or Tax Free Childcare. We do not accept cash or the 'pay later' option.
- When paying by Childcare Vouchers or Tax Free Childcare, please use your child's full name or the invoice numbers as the payment reference.

Opening Times & Late Collection Fees

Time slots are booked as follows:

Breakfast Club	7.30am – 8.30am	£5
After School	3.15pm – 4.45pm	£6.75
After School	3.15pm – 5.30pm	£10.25
After School	3.15pm – 6pm	£12.25

If your child attends a club you may book the following sessions - Infants (from 4pm) and Juniors

After School	4.15pm – 4.45pm	£2.25
After School	4.15pm – 5.30pm	£5.60
After School	4.15pm – 6pm	£7.85

If you are more than 5 minutes late in collecting your child, a £2 late pick-up charge will apply per child.
A late pick up after 6pm, will incur a fee of £20 per family.

Safeguarding and Welfare

- If your child does not arrive at a booked session, we will check with the teaching staff and then attempt to contact you. If, at that point, you child is still unaccounted for, we will begin our Missing Child Procedure
- We are committed to safeguarding all the children in our care from harm and abuse.
- Kids' Club is obligated to report any suspected child abuse or neglect to the School Safeguarding Team
- Parents must inform Kids' Club of any conditions that may affect their child (medical, learning, behavioural, etc.) whilst they are attending Kids' Club.
- All children attending wrap around care sessions are expected to follow the school's Behaviour Policy. Should there be persistent poor behaviour, places will be withdrawn.

Medication

Kids' Club is unable to administer medication.
We will administer first aid if required

Collecting your child

Up until 4.15pm children attending Kids' Club can be collected by an older sibling. After 4.15pm, children must be collected by an adult over the age of 16.
If your child is being collected by someone else, please inform the staff.

Forced Closures

If the Federation makes the decision to close Kids' Club for any reason, credits will be issued to those who had booked a place for that session.

Schedule Changes

Kids' Club may need to amend activity programmes, schedules, services, dates, times and/or venues on occasions – for instance, when 'Movie Magic' is planned. Where possible, these dates will be highlighted on the booking schedule.

Complaints

If you or your child are not entirely satisfied with the services we provided, we would appreciate the feedback. Please see the Federation's complaints procedure for official steps. If you feel the complaint outcome is insufficient or would like to escalate your grievance further, please email the Executive Head Teacher.

Data Protection

Kids' Club collects personal details for you and your child to register and enable us to process your booking. It is your responsibility to ensure that you have the necessary permission to pass on the personal details of everyone required. For Kids' Club policies and procedures, visit: https://www.prestburystmarysfederation.co.uk/Children/Kidz-Club/
Parents must agree to the terms and conditions of our booking system to book with us.