



Twilight Club

Terms and Conditions

July 2023
PLEASE RETAIN

1. All fees must be paid in advance or on the day of booking. Payment methods are detailed separately.
2. If a regular weekly booking is made, 48 hours cancellation notice must be given in writing or payment will be required in lieu of notice.
3. A completed registration form must be submitted before a child can be accepted into the club. Parents must ensure that Twilight Club staff are notified in writing of any changes to the registration form as soon as they occur.
4. Although a wide variety of activities will be on offer, including the opportunity for children to do their homework, we will not make a child participate in any activity they do not wish to. We can encourage them to take part – however we will not make any activity compulsory. The emphasis will be on free choice and enjoyment.
5. Persistent late or non-payment of fees will result in the loss of your child's Club place. If there is no resolution of unpaid fees the matter will be referred to West Berkshire Council legal department for the collection of debt, you may incur further charges.
6. All children must be collected from Twilight Club by 6 p.m. Failure to do so will result in a charge of £10 per quarter of an hour to cover the costs of the two staff who are **legally** required to stay.
7. If a child remains on site after 6.30pm, after doing everything possible to contact parents and emergency contacts, Twilight Club staff will be **legally** required to contact Social Care.
8. Twilight Club staff cannot be held responsible for any lost or stolen items.
9. Twilight Club staff will inform the parent/carer of any incidents involving their child.
10. Adults other than parents/carers who infrequently collect your child/ren should be over 16 years of age and have the appropriate password.
11. When a child is ill or absent from school, the parent must also notify Twilight Club staff, by phoning **07919 803682**. In order to meet our duty of care, any child that has a place in a session where they do not appear will be presumed missing and parents/carers will be contacted. Twilight Club staff would be grateful if parents/carers could help to ensure this is adhered to.
12. Twilight Club reserves the right to exclude any child from the club (in accordance with Parsons Down School Behaviour Policy) whose behaviour is disruptive and prevents them from providing a safe, stimulating and happy environment for other children.
13. Twilight Club has a duty of care for the welfare of the child and will share concerns with the Headteacher, Designated Person for Safeguarding and/or SENCo as appropriate.
14. Twilight Club fees will be reviewed annually.