



Dawn until Dusk Pre School Lakeview Terms of Service

Applicable for Pre School bookings made through
<https://kidsdawntildusk.co.uk/lakeview-preschool-booking-form/>

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- I consent for my child to attend Dawn Until Dusk Ltd. I understand that the club has policies and procedures and that there are expectations and obligations relating to both the club and myself and my child and I agree to abide by them.
 - I understand that Dawn Until Dusk Ltd is a play care facility and that whilst my child is there Dawn Until Dusk Ltd is legally responsible for him/her.
 - My child will be provided with a snacks, meals and drinks whilst at the club unless otherwise requested.
 - My child will be given stimulating and challenging play opportunities in a fun and safe environment.
 - Once my child is delivered to Dawn Until Dusk Ltd he/she will be in the care of Dawn Until Dusk Ltd until collected and signed out by a 'Named' responsible adult.
 - I understand that I will be charged the full cost of the booked session even if my child attends an afterschool club before coming to Dawn Until Dusk Ltd.
 - Regular bookings will automatically be rolled over into the next academic year unless we are given notice to cancel them.
 - The pre-school charges an initial registration fee of £25 per child and then a £5 yearly registration fee at the start of each academic year in September.
 - I agree to pay my invoice by the 15th day of the invoiced month. This will include any sessions when my child does not attend a pre booked session unless the required notice has been given. I will inform the club manager/deputy if I am collecting my child from school on a day that he/she is booked in to the club.
 - A £2 fee will be applied to your account, at the manager's discretion, if an absence is not communicated to us.
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- I understand that payment by cheque will incur a £1 charge and payment by Paypal or debit/credit card will incur 3.4% plus 20p charge.
- I understand that for bookings made through funded hours, a General Voluntary Fee of £1 per funded hour is applied and contributes to the Pre School providing snacks, meals and access to Additional/Special Events. It is my responsibility to contact Dawn until Dusk Ltd if I would like to opt out of this fee.
- I accept that opting out of the General Voluntary Fee would subject me to the following charges, where the Pre School provides these items:
 - Snack: £1 per session
 - Breakfast: £1.50
 - Tea: £3
 - Additional/Special Events: £7.50-£10 (charged on an ad-hoc basis, if I request my child to take part)
 - Uniform: £10
- I understand that charges for items under the General Voluntary Fee are waived if I qualify for: Early Years Pupil Premium and/or Low-Income 2-Year-Old Funding.
- It is my responsibility to keep the club manager informed of any alterations to the information regarding my child.
- I accept that whilst at Dawn Until Dusk Ltd my child may get involved in messy activities and will provide my child with appropriate clothing to accommodate this.
- Dawn Until Dusk Ltd closes at 6.00pm and if for any unforeseen circumstances I am going to be late, I will contact the manager/deputy.
- If my child is not collected by 6.00pm I will pay a charge of £20.00 per quarter of an hour to cover the costs of the two staff that are legally required to stay.
- If any child remains at 7.00pm, after doing everything possible to contact parents and emergency contacts, then Dawn Until Dusk Ltd will be legally required to contact Children's Social Care.
- Whilst we try to ensure the safety and security of items, we cannot be held responsible for anything lost or stolen.



- I have read the behaviour policy and agree to its terms and appreciate that in some circumstances it may be necessary to exclude my child from the club and I will pay for these missed sessions.
- Should there be any incidents at Out of School Club involving my child, I will be informed of the situation.
- If my child has an accident, then he/she will be treated by a qualified first aider and I will be informed of the situation as soon as possible on collection. In the event that my child is involved in a serious accident I expect to be contacted immediately on the emergency contact telephone numbers. In the event that my child requires immediate medical treatment and needs accompanying to the hospital I hereby authorise the staff member present to call an ambulance and accompany my child. In the event of a hospital visit I will ensure myself or a member of the family are at the hospital to meet my child and the staff member.
- Any information and details regarding my child will be treated as confidential. However, there may be times, for example in cases of child protection concerns, when details of my child may be passed on to other agencies. For example Police, Children's Social Care and Health Care Professionals.
- Where the club has endorsed my claim for Tax Credit, Out of School Club is legally obliged to notify the HMRC if I cease to use the service during the period of my claim unless I give a minimum of 10 days' notice. Your Tax Credit claim form will indicate that we may be held jointly liable for any claim HMRC consider to be fraudulent.
- I agree to give 48 hours' written notice (text/email/letter) for cancelling an Occasional / One-Off (Ad hoc) booking and 4 weeks' notice for cancelling / altering a Permanent / Regular booking. If a set booking pattern is in place has been made until further notice or until a pre-specified end date, this is deemed to be a Permanent / Regular booking. I have read and understood the above terms and conditions and I agree to abide by them.

