

# Terms & Conditions

## Registration

- All parents / carers must complete our Registration Form before a child can be accepted at Charley's Childminding. Registration must be done directly with Charley
- By registering, the parent / carer gives Charley's Childminding permission to take your child/children off site – this may be for swimming, trips to the park and other recreational activities.
- **Charley** must be notified of any changes in Registration details, as soon as possible, in writing by the parent / carer.

## Booking Sessions

- All sessions requested by parents / carers are subject to availability.
- All sessions booked must be paid for in advance.
- No parent / carer should consider a booking as being accepted until payment has been received by the Club.
- Bookings for Early bird session and sunshine sessions may be made up to **4 weeks** before the start of any session. Breakfast club can be made up to 2 days in advance. Children will not be able to be booked in after that time.
- **Charley** will credit all fees charged, if the club is forced to close due to unforeseen circumstances.

## Responsibility for attendance

- It is the parent / carer's responsibility to ensure that their child / children arrive, on time, to any Breakfast or Holiday Club, and are signed in accordingly.
- It is the parent / carer's responsibility to ensure that their child / children are aware that they will be attending any After-School Club.

- It is the parent / carer's responsibility to notify Charley if there are late changes made to their child / children's club attendance on that day.

### **Penalties for Late Collection**

- It is the responsibility of all parents / carers collecting children to do so promptly at the end of the session. Failure to do so will expose the parent / carer to the payment of a £1 per minute.

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### **Responsibility for Payment**

- The responsibility for payment of all fees, charges and penalties lies at all times with the person who has made the booking.
- Failure by **Charley's Childminding** to make a written or verbal request for payment of fees does not constitute an excuse or reason for late, or non-payment under any circumstances.
- Failure to settle all fees and/or penalties when due may result in the club taking action (including legal action) to recover any outstanding sums. Late payments will incur a fee of £5 per day for late payment.

### **Childcare Vouchers and Tax Free Childcare**

- Payment can be made using Childcare vouchers. Please check with Charley if your provider is an approved provider.
- Charley's Childminding does accept tax free childcare payments through HMRC for after school sessions only.

### **Legal: Waivers, Exclusions and Jurisdiction**

- These terms and conditions are governed by English law and subject to the jurisdiction of the courts of England and Wales.
- **Charley's Childminding** shall not be liable for any direct or indirect loss suffered by parents / carers as a result of club closures under the terms of the agreement, including but not limited to loss of profits, increased costs or expenses or wasted expenditure.