

Peak Time Kids' Club

BOOKINGS & CANCELLATION POLICY

- Bookings for the Breakfast and After-School Clubs can only be made by families registered as members of the Club.
- At registration, and at the beginning of the Autumn term parents/carers will be asked to indicate which regular days of the week they wish to secure for their child(ren). Permanent cancellations must be made one month in advance. The booking of additional sessions may be made if there is any availability.
- The weekly staffing rota is finalised by the coordinator on a Friday evening.
- Bookings should be made two weeks in advance, to enable appropriate staff deployment with a ratio of 1:8.
- Bookings may be made after this time but will be subject to availability of places. Telephone bookings must be confirmed by a member of Peak Time staff.
- Cancellations that occur will be charged at the full rate. Parents must inform the club of any cancellations for safeguarding purposes.

SICKNESS:

- In the interests of all our children's and staff's health and wellbeing, children should not be sent if they are unwell or have been absent from school.