

Peak Time Kids Club

BOOKINGS & CANCELLATION POLICY

- Bookings for the Breakfast, After-School and Holiday Clubs can only be made by families registered as members of the Club.
- At registration, and before the end of Summer Term parents/carers will be asked to indicate which regular days of the week they wish to secure for their child(ren) for the following school year.
- Cancellations must be made four weeks in advance, otherwise fees will be applied.
- Cancellations that occur will be charged at the full rate (unless four weeks written notice is given). Parents must inform the club of any cancellations for safeguarding purposes.
- 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.
- Telephone bookings must be confirmed by a member of Peak Time staff.

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.