

## **GCA Kids' Club**

### **TERMS & CONDITIONS**

**Effective from September 2026**

Kids' Club provides before and after school childcare for children attending Godmanchester Community Academy.

These Terms & Conditions are designed to ensure that the provision operates safely, fairly, and sustainably for all families. By registering for Kids' Club, parents/carers agree to abide by the Terms & Conditions outlined below.

The school reserves the right to amend these Terms & Conditions where necessary to meet operational, financial, safeguarding, or legislative requirements. Parents/carers will be notified in writing of any significant changes.

### **REGISTRATION**

A completed registration form and acceptance of these Terms & Conditions must be received before a child may attend Kids' Club.

An annual registration fee of £10.00 per family applies to Ad Hoc Users only. This fee is payable upon registration and each September thereafter.

### **TYPES OF MEMBERSHIP**

From September 2026, families may choose between two types of membership:

#### **Committed User**

Committed Users request fixed sessions at the beginning of the academic year. These sessions remain reserved for the child for the duration of the academic year and will roll forward into the following academic year unless parents/carers request changes during the annual review process.

The club guarantees the agreed sessions and collection times requested, including:

- Breakfast Club
- After School Club collection up to 5.00pm
- After School Club collection between 5.00pm and 5.30pm

Committed Users are invoiced monthly for all agreed sessions, regardless of attendance, including absences due to illness, holidays, or other non-attendance.

Committed Users may request additional temporary sessions where availability allows. These requests will be processed in the same way as Ad Hoc bookings and cannot be guaranteed.

#### **Ad Hoc User**

Ad Hoc Users may request individual sessions on a flexible basis.

Ad Hoc sessions are not guaranteed and will be allocated subject to staffing ratios and availability. Requests will be processed on a first come, first served basis.

An annual registration fee of £10 per family applies to Ad Hoc Users.

Payment for Ad Hoc sessions must be received before attendance.

### **SESSION ALLOCATION AND PRIORITY**

Where demand exceeds available places, priority for Committed User places will be allocated in the following order:

1. Existing Committed Users
2. Siblings of existing users

3. Families requesting a greater number of sessions
4. Vulnerable pupils or families with exceptional circumstances

The school reserves the right to make final decisions regarding allocations in order to ensure the safe and effective operation of the provision.

## **BOOKINGS**

All bookings and requests for sessions must be made through the school's designated booking system available on the school website.

Children may only attend sessions that have been formally agreed and confirmed by the club. Parents/carers are asked to book only the sessions they genuinely require.

## **CHANGES TO MEMBERSHIP**

Parents/carers may request to change between Committed User and Ad Hoc User status during the academic year.

All requests must be submitted in writing and require a minimum of one month's notice.

Requests for changes will be considered subject to availability and staffing capacity and cannot be guaranteed.

## **CANCELLATIONS AND NOTICE PERIODS**

### **Committed Users**

Committed User arrangements require one month's written notice to end the booking arrangement.

Individual sessions or dates cannot be cancelled or refunded once agreed.

Charges remain payable regardless of attendance, including during periods of illness or holiday.

This arrangement is necessary to ensure:

- appropriate staffing ratios,
- consistency of provision,
- and the long-term financial sustainability of the club.

### **Ad Hoc Users**

Ad Hoc bookings may be cancelled with a minimum of 48 hours' notice (2 working days).

Bookings cancelled with less than the required notice, including absences due to illness, will be charged in full.

## **CHANGES TO BOOKINGS**

Committed User sessions are agreed for the duration of the academic year and staffing arrangements are planned based on these confirmed bookings.

Parents/carers may request:

- additional sessions,
- a change to collection times,
- or a change from Committed User to Ad Hoc User status,

by providing a minimum of one month's written notice.

Requests for changes will be considered subject to availability and staffing capacity and cannot be guaranteed.

Temporary reductions, pauses, or cancellations of individual Committed User sessions are not permitted.

Where a family no longer requires their agreed sessions, the full booking arrangement must be ended in line with the required notice period.

The school reserves the right to review continued allocation of places where sessions are repeatedly unused without communication.

## **PROFESSIONAL DAY AND HOLIDAY PROVISION**

Professional Day provision may be offered during school closure days, subject to sufficient demand to ensure the provision is financially viable.

Professional Day sessions are not included within either Committed User or Ad Hoc User arrangements and must be requested separately.

Requests for Professional Day provision must be submitted at least one month in advance to allow staffing arrangements to be planned appropriately.

Places cannot be guaranteed and the school reserves the right not to open the provision where insufficient demand is received.

Parents/carers will be informed in a timely manner where provision cannot be offered.

Separate booking, payment, and cancellation arrangements may apply to Professional Day sessions.

## **SESSION FEES**

### **Breakfast Club**

- £4.50 per session
- Planned increase to £4.90 from April 2027

### **After School Club**

#### **Collection up to and including 5.00pm**

- £8.50 per session
- Planned increase to £9.00 from April 2027

#### **Collection after 5.00pm up to 5.30pm**

- £11.00 per session
- Planned increase to £11.50 from April 2027

The school reserves the right to review fees annually.

Parents/carers will receive reasonable notice of any future fee changes.

## **PAYMENT OF FEES**

Invoices for Regular Users will be issued monthly.

Payment must be received by the 10th day of each month.

Payments not received by this date will incur a £5.00 administration fee.

If payment remains outstanding three working days after notification of late payment, future sessions may be suspended until the account is settled.

For Ad Hoc Users, payment must be received before attendance at any agreed session.

Persistent non-payment may result in the withdrawal of places.

## **LATE COLLECTION OF CHILDREN**

Children collected after 5.00pm who were booked for the earlier collection session will be charged:

- the higher session rate, plus
- a £5.00 administration fee.

Children collected after 5.30pm will incur:

- a charge of £6.00 per child for every 15 minutes or part thereof, plus
- a £5.00 administration fee per occurrence.

Persistent late collection may result in the withdrawal of places.

## **AFTER SCHOOL ACTIVITIES**

Parents/carers must notify the club if their child will be attending any school clubs, PTA clubs, or external provider activities before attending Kids' Club.

Children will only be collected from activities where prior notification has been provided by the parent/carer.

## **ATTENDANCE AND SAFEGUARDING**

Parents/carers must notify the club if their child will be absent from a booked session. When this is planned absence, parents/carers should notify the club via e-mail. When the absence is last-minute, due to illness for example, parents/carers can notify the school that their child's absence from school will also result in absence from the club.

The club has a duty to follow all safeguarding and child protection procedures. Any concerns relating to the welfare of a child will be managed in accordance with the school's safeguarding policies and statutory guidance.

## **BEHAVIOUR**

Children are expected to behave respectfully and safely towards other children, staff, and property at all times.

Serious incidents, including aggressive, unsafe, or discriminatory behaviour, will be recorded on the school's behaviour system using Arbor and discussed with parents/carers.

Where behaviour places the safety or wellbeing of others at risk, the school reserves the right to suspend or terminate a child's place at Kids' Club.

## **MOBILE PHONES AND SMART DEVICES**

Children bringing mobile phones to the club must hand them to staff at registration. Devices will be returned at the end of the session.

In line with school policy, Smart enabled watches are not permitted within the club.

## **TERMINATION OF MEMBERSHIP**

The school reserves the right to terminate or suspend membership where:

- fees remain unpaid,
- behaviour expectations are repeatedly breached,
- or where families fail to comply with these Terms & Conditions.

Where appropriate, reasonable notice will be given.

## **DECLARATION**

By completing the registration and consent through Microsoft Forms, parents/carers confirm that they have read, understood, and agree to abide by the Kids' Club Terms & Conditions. Acceptance of these Terms & Conditions is required before any child may attend Kids' Club sessions.