

# Denim Outdoors at Ragley

## Terms & Conditions

c/o Polkadot Day Nurseries Ltd, Greyswood, The Ridgeway, Stratford upon Avon, CV37 9JL – 01789 290390

July 26th to Sep 3rd 2010 (closed Monday August 30th).

The Club hours are 9:00am to 4:00pm and 9:00am until 5:30pm, Monday to Friday.

### Registration

All children using the Club must be registered using the appropriate registration form (this is to ensure that medical and emergency contact details of any child are available in case of an emergency).

### Payments

Electronic transfers to a/c number 43570275, sort code : 60-20-41. Cheques payable to Denim Club. Cash and cheque payments incur a £2 admin fee.

### Fees

For all bookings, fees are payable in full on completion of booking form. If fees are not received, the place cannot be reserved and the child will not be accepted into the Club.

Session	Per day
8:30am – 9:00am	£2.00
9:00am – 5:30pm	£30.00
9:00am – 4:00pm	£24.50
5:30pm – 6:00pm	£2.00

After payment has been made, no remission of fees can be made for:

- Cancellations or Amendments
- Absences for any reason, e.g. sickness or holidays.
- If, in an emergency, we cannot get access to Ragley Hall, parents will be informed as soon as reasonably possible. Fees will be refunded for the period of closure.

### Non attendance

If your child is booked to attend the club, and for whatever reason they are not joining us, please notify us as soon as possible but not later than 9:20am on the day as we may have left the Hertford Room.

### Late Collection

- All children MUST be collected by the end of their booked session. Please note that there is no access to Ragley Hall after 6:00pm.
- A fee of £10 is payable for every 30 minutes, or part thereof, if a child is collected after the end of their booked session.

### Sickness

- We reserve the right to refuse admission to any child who is too ill to attend.
- Should a child become ill during a session, we shall require you to collect your child. The child can only return to the club when all signs and symptoms have gone.
- Please refer to our policies and procedure.

### Medication

The Denim Club staff are not permitted to administer any medication to children in their care. We will support children who self administer inhalers and children with Epi-pens can only attend if we have a trained member of staff in attendance.

### Accidents & Incidents

If your child has an accident or incident in our care, you will either be informed immediately or on collecting your child (depending on the severity). When you are informed, we will always ask you to sign the accident book.

### Personal Items

The Club cannot be held responsible for the loss or damage of any personal items. Children are discouraged from bringing valuable items (eg: mobile phones and ipods) to the club. All personal items must be clearly named.

### Collection

Children must be collected by the parent/carer, who must be 18 years or older and may be asked to present photographic ID or know the child's security password. If someone other than the parent/carer will collect the child, the Club Manager must be notified in advance and will not release the child unless photo ID, security password or an additional agreed piece of information (eg: mother's maiden name or occupation) have been supplied by the collector.