



Holiday Club Booking Terms & Conditions – 2017

Activities are tailored to suit individual age groups. They are designed to offer the participants a varied, active and fun day. In some cases, the older children may be separated from the younger children for certain activities. Qualified staff will ensure that children are cared for individually throughout the day.

Food Children who are attending a morning or full day session are asked to bring along a healthy packed lunch in a suitable container. Please do not include any nuts or nut products. Snacks of fresh fruit and drinks of fruit juice, milk and water will be provided during the day.

Clothing Children should wear clothing appropriate for activities and bring an outdoor coat and boots; a change of clothes should be provided in a small kit bag or rucksack. Please ensure that all items are clearly named and a check is made to ensure all personal belongings are present when children are collected. Although there is a box for lost property, Hartley House Montessori Ltd accepts no responsibility for personal belongings.

Medication Any child required to take prescription medication during their attendance should be sent with their medication clearly marked with their name, the correct dosage and the frequency, together with any special storage instructions. This must be given to a member of staff at the start of each session, each day. You will be required to fill in the medication book giving us permission to administer the medication. The staff will ensure that the medication is taken at the correct time. Inhalers used to control asthma should be clearly marked with the child's name and have a prescription label.

Unwell Child Any child who is unwell during the session will have their parents/carers contacted via the information given on the form. They will need to be collected from either the setting or trip site (if applicable.)

Insurance All children are covered by Hartley House Montessori Ltd's insurance whilst participating in activities organized by the Club.

Booking forms must be completed in full and any changes of emergency contact numbers should be notified to the staff immediately.

Confirmation We consider that your booking is confirmed on receipt of your completed booking form. We will inform you immediately if you have
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requested spaces on days which are oversubscribed, otherwise your child will be added to our register and counted in our prospective ratio. An invoice will be issued in due course.

Cancellations and Refunds Once a booking has been made and confirmed, if a child misses any session at the discretion of the parents or due to illness, the cost of the session is still due in full. At no time will a refund be made or credits transferred for future occasions.

Please make **PAYMENT ON RECEIPT OF INVOICE (childcare voucher or GoCardless)**. Sessions may be cancelled and payment refunded up to 2 weeks before attendance. Session times may be changed at no extra cost up to 1 week before attendance, subject to availability. Sessions cannot be changed less than one week before attendance, but additional sessions may be booked.

Late Collection: A fee of £1.00 per minute (min £5) will be charged for late collection of children.