**Child’s Name: .............................................................**

**Summer Scheme**

**Reg. no.: ...............................**

**Summer Scheme**

**Terms & Conditions**



Belmont Playcare

215 Belmont Road

Belfast

BT4 2AG

02890 671050

afterschool@belmontplaycare.org

info@belmontplaycare.org

www.belmontplaycare.com

**Summer Scheme Terms and Conditions**

**For your records and reference.**

**General Information**

1. Although every effort will be made to ensure all the activities take place, the Holiday Club Leader reserves the right to cancel an advertised activity at any time, and where possible, offer a suitable alternative.
2. IT IS THE PARENT/GUARDIAN’S RESPONSIBILITY TO PROVIDE A PACKED LUNCH. PLEASE TKE INTO ACCOUNT ALLERGIES OF OTHER CHILDREN (NO NUTS, NO EGG, NO SESAME SEEDS)
3. Small snacks will be provided during the day. Please state any allergies when enrolling your child.
4. Water will be provided during the day, but it is recommended that the children bring their own water bottles.
5. Parents/guardians must supply the child with a hat and sun cream.
6. Please state any medical conditions relating to your child when enrolling. If your child requires medication to be administered during their session, then this medication must be provided by the parent/guardian. Medication forms are available for the parent to complete, explain when/how medication should be administered, and giving staff permission to do so.
7. If a child is taken ill whilst attending the holiday club the parent/guardian will be contacted and asked to collect him/her as soon as possible.
8. Parents MUST accompany their child to sign in and then parents MUST sign the child out. This is to ensure all parents are seen dropping off or collecting. Children MUST NOT be left in the foyer.
9. YOU MUST NOT PARK IN THE SCHOOL GROUNDS, PLEASE PARK WITH CARE ON THE BELMONT ROAD.

**Booking – Summer Scheme**

For Summer Scheme, we will send out booking forms in May initially to Afterschool & Breakfast Club’s current attenders, it will then be offered to Belmont Preschool’s AM & PM sessions. Thereafter to children of Belmont Primary School.

Bookings will be made on a first come first served basis.

A deposit of £150 will be required to guarantee your child’s place. This will be deducted from the first invoice. Receipt of the deposit constitutes confirmation to Belmont Playcare that a session has been reserved plus the booking form.

An acceptance of your booking will be subject to the following conditions:

* Booking Form. The booking form must be completed and signed by the person (the parent or guardian) who is responsible for the booking. (WE DO NOT ACCEPT EMAILED BOOKINGS).

Please ensure that you fully complete and return your booking, enrolment, and consent/trip forms, before the start of the Holiday Club.

As Belmont Playcare’s Summer Scheme is very popular it is important to book your child’s place as soon as possible after receiving the booking form and programme. If any days selected are fully booked, we will notify you by telephone to inform you of this. We will also confirm days selected on your booking form are reserved either by completing the reservation with the parent at the time or by telephone.

Belmont Playcare regrets that once a place has been booked, it is not possible to give refunds for sessions not used, for any reason.

Late payment of fees and any unpaid fees will incur a surcharge of 10%. Belmont Playcare reserves the right to re-allocate booked sessions, where fees and surcharges remain unpaid.

1. **Late collection of children**

We aim to provide a safe and caring environment for all children. In the event that a child is not collected, and a parent is delayed, we have clear procedures that cause minimal disruption to our children.

We ensure that each child leaves the premises with an authorised adult. In the event that a child is not collected by an authorised adult, we will ensure that the child receives a high standard of care in order to cause as little distress as possible.  We inform parents/carers of our procedures so that, if they are unavoidably delayed, they will be reassured that their children will be properly cared for.

The late collection policy will operate to the following timetable from 5.30pm:

|  |  |  |
| --- | --- | --- |
| **Time by Playcare Clock****Office (digital)** | **Care Of Children** | **Cost** |
| 5.30pm end of Summer Scheme. | All children to be collected. |  |
| 5.30pm | Children wait with the leader and 1 other staff member in Belmont Playcare. Land line is available for communication to staff and parents.  | **Additional £6.00 charge for every 15 minutes or part of.** |

1. Where the bookings exceed the number of places on any one day, waiting lists will be in operation and requests for additional days will be offered on a first come first served basis.
2. **During Holiday Club** we are unable to offer refunds or the option to '**swap days**'. However, during the summer scheme swapping of days may be considered in exceptional circumstances with notice and subject to availability.

**Charges (from September 2025)**

|  |
| --- |
| **Costs:** |
| **Core Hours (9am to 3pm) - £26** |
| **Full Day (8.30am to 5.30p) - £41** |
| Extra Charges will apply to all additional hours: 8:30am-9am: £2.503pm-5:30pm: £5.00 Per Hour |
| **Block Week Booking Discounts –**  |
| Core hours (9am-3pm) – 1 child £120/2 siblings £230 |
| Full day (8.30am-5.30pm) – 1 child £190/2 siblings £370 |
| \* Additional discounts available for multiple siblings\* |
| \*Additional £ 5.00 For Trips/Onsite Visitors\* |

Please note: On booking, please discuss your requirements with us if they differ from our standard opening hours.

No deductions will be made if children are left off after 9am or collected before 3pm.

**Registration**

Belmont Playcare Holiday Club is registered with Belfast Health and Social Care Trust, Early Years Team to be responsible for your child until 5:30pm only.

It is imperative that all children have left the premises by this time.

We hope you understand that our priority is the maintenance of high standards of care for all children and that you will not ask us to operate outside these terms and conditions.

**Payment of Fees: - General Holiday Club**

Holiday club bills are issued prior at the start of the Holiday club. Bills should be settled by:

Two weeks after the invoice date or, by the end of the Holiday club, whichever date is earliest.

Payment of fees – Summer Scheme

All holiday club invoices will be issued at the start of the month in advance.

Holiday Club fees can be paid by Childcare Vouchers, internet, or telephone banking or by cheque made payable to Belmont Playcare. For further information on paying electronically or with Childcare Vouchers, please contact admin@belmontplaycare.org.

**We cannot accept payment in cash.**

Where any Holiday Club bill remains unpaid by the end of the holiday club, subsequent Holiday Club bookings will not be accepted until payment is received in full.

Parents are responsible for the current fees imposed by banks if any cheque is returned.

Fees are reviewed annually for September.

**Casual Days:**

Extra sessions can be arranged if we have capacity; however, as demand is very high it will almost certainly not be possible.

Extra casual days will be billed at the end of the Holiday Club, at the daily rate stipulated. Due to the high demand for places, we cannot guarantee that days you require will be available on an ad-hoc basis, therefore it is essential that you book all of the days you need for the Holiday Club on the booking form provided. Casual days should be exception rather than the norm.

**Refunds:**

There will be no refunds given, for any reason, for non-attendance on any day that a child is booked for Belmont Playcare Holiday Club.

Fees are calculated in advance and will still be payable during periods of absence from the Holiday Club for any reason (including sickness).

**Termination of agreement**

The agreement will be terminated in the event of:

1. fees remaining unpaid.
2. parents breaching any of these terms and conditions.
3. other children’s interests being compromised; and
4. it otherwise being deemed that such action is necessary,

*Belmont Playcare’s Board of Trustees*