**Breakfast Club**

Terms & Conditions

**Afterschool Club**

Terms & Conditions

Charges

**Holiday Club**

Terms & Conditions

Charges



Belmont Playcare

215 Belmont Road

Belfast

BT4 2AG

02890 671050

afterschool@belmontplaycare.org

info@belmontplaycare.org

www.belmontplaycare.com

**Breakfast and Afterschool Clubs**

**June 2025**

**MC900290705[1]Afterschool & Breakfast Club**

**Terms & Conditions**

**1. Registration**

When you register your child with Belmont Playcare this reserves a place for your child to attend on a full time (Monday to Friday inclusive) or part time (less than 5 days) basis as agreed between each party, commencing on the agreed start date.

If there are no places available when the parent wishes to register, the child’s details will be placed on a waiting list, which is operated in strict rotation, according to the date of registration and the type of place required.

In order to register your child with Belmont Playcare or to go on our waiting list, parents must complete and sign our registration form and submit the non-refundable registration fee of £100. This fee will be deducted from your first invoice.

Please be aware that the registration process leads us to make important decisions and financial commitments in terms of the required staffing levels for the children attending at any given time. This is why we insist upon one **month’s notice** to be given prior to a start date**.**

Registration for part time places must specify the days for which care is required.

**Admission Criteria for Belmont Playcare Afterschool & Breakfast Club 2024/2025**

Once the closing date has passed Belmont Playcare will allocate Afterschool and Breakfast Club places using the following criteria. The criteria will be applied in the order in which they are set down.

|  |
| --- |
| Once the closing date has passed Belmont Playcare will allocate Afterschool and Breakfast Club places using the following criteria. The criteria will be applied in the order in which they are set down. |
| 1. Children currently attending the Afterschool’s Club or Breakfast Club. |
| 1. Children who are attending Belmont Preschool and their place has been confirmed at Belmont Primary School. And has a sibling attending Belmont Playcare Afterschool or Breakfast Clubs. |
| 1. Children currently attending Belmont Playcare Pre-School and have confirmed a place in Belmont Primary School for 2025/26. |
| 1. Children whose siblings previously attended Belmont Playcare Sessions. |
| 1. Children currently attending Belmont Primary School who have previously attended Belmont Playcare’s Playgroup or Preschool. |
| 1. New admissions to Belmont Playcare who are pupils at Belmont Primary School 2025/26, **confirmation is essential,** and admissions will operate on a first come first served basis. |

Requested days will be accommodated as far as possible. Should the number of requests for specific days exceed the number of places available, an alternative option may be offered.

A waiting list will be formed once we have received our maximum number of registrations, and parents informed as soon as places become available.

2 **Booked Days:**

As per your application form, the days that you request at the start of your contract will apply for the remainder of the year. Bills will be calculated monthly in advance, based on your application form.

**2.1 Payment of Fees**

Afterschool and Breakfast Club bills are issued on the 1st of the month and should be settled by the 21st of that month.

Late payments will be subject to an interest charge of 10% if the due date is not met and this will be added onto your next month’s bill.

If a late payment fee has been charged on more than 2 occasions during the academic year, we reserve the right to withdraw your child’s place from the Afterschool or Breakfast Club however, the full terms’ fees remain payable.

Afterschool and Breakfast Club fees can be paid by:

Childcare Vouchers,

NICSS Scheme

Internet or telephone banking,

Or by cheque made payable to Belmont Playcare.

For further information on paying by internet, telephone banking or childcare vouchers, please email [admin@belmontplaygroup.org](mailto:admin@belmontplaygroup.org). We cannot accept payment in cash.

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

Fees are reviewed annually for September.

2.2 **Casual Days:**

**Afterschool Club**

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 month in which they occur, 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 require for the year ahead. Casual days should be exception rather than the norm.

**Breakfast Club**

If you require the breakfast club service for emergency use, then you must complete an enrolment form. Once we receive your completed form, we will store your information for the year.

To book emergency Breakfast Club you must ring at 8am on 02890671050 to ensure a space is available.

It is essential that you do not bring your child to the Breakfast Club, unless you have pre booked a place, as it is possible that we may have to turn your child away. Staff to child ratios must be maintained at all times.

**3. Refunds**

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

Fees are calculated monthly, in advance and will be payable during periods of absence from the after-school club, including sick days.

**4. 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.

|  |  |  |
| --- | --- | --- |
| **Time by Playcare**  **Digital clock situated in the office.** | **Care of Children** | **Cost** |
| 6pm end of afterschool club. | All children to be collected. |  |
| 6pm- | 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.** |

**5. Notice Period**

Four weeks’ notice is required, if parents wish to reduce the level of attendance for a child or if a child is to leave Belmont Playcare’s Afterschool or Breakfast Club.

1. **Break in Contract**

If you require a break in your child’s attendance at Afterschool or Breakfast Club of one month or more, this constitutes a break in contract and your child’s place will be offered to the next person on the waitlist and your child will move to the bottom of the waiting list.

Where notice is given of a break of contract, the fees for the following four weeks will still be due, according to the days requested on your application form.

**7. Termination of agreement**

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 reserves the right to terminate a child’s registration at the centre.

**8. Charges (from September 2025 to August 2026)**

|  |  |
| --- | --- |
| **Daily Cost (2:15/2:30pm to 6pm)** | **£24** |
| P1 pick-up (from 11:30am/12noon to 2:15pm) | £10 |
| Breakfast Club (8am to 8.45am) | £5 |