

TERMS & CONDITIONS

The Nest
Wrenbury Primary School
Nantwich Road
Wrenbury
CW5 8EN

BOOKINGS

- Booking sessions at **The Nest** must be made in advance and have to be for regular sessions (regular morning and/or afternoon sessions each week) to support the staffing and other organisational requirements needed to run the provision safely and effectively. Booking for sessions should be done half termly.
- A booking for **The Nest** is deemed to have been accepted when the completed and signed Requested Sessions form has been submitted and the required places have been confirmed in writing by the School. In all cases, acceptance of places will be subject to availability.
- The school will NOT accept ad hoc booking requests.
- If a legitimate emergency arises and if a place is available, the school will accept a late request.
- Once sessions are confirmed, an agreement form should be completed and should provide three named contacts that would be able to collect your child. The Nest opening times are 7.30am – 8.45am and 3.30pm – 4.30pm or 3.30-6pm.

FULLY BOOKED SESSIONS

- In the event of days being fully booked at The Nest, a waiting list is in operation. The following criteria will be applied:
 - Parents who already have a sibling attending the club or the school will be given first choice of available space.

REASONS WHY YOUR BOOKED SESSIONS MAY CEASE

- School reserves the right to decline an application or to withdraw places in the following incidences:
 - where payments are in arrears
 - in the event of persistent late pick-ups.
 - in the event of repeated or inappropriate behaviour
- If The Nest is unable to meet the needs of a child, the school have the right to review the place allocated.

PAYMENT

- An invoice for The Nest will be issued monthly, in advance.
- Payment must be made upon receipt of invoice. Any invoice not paid within 10 days of the date shown on the invoice will be subject to a £20 late payment fee.
- Non-payment will jeopardise the child's place until the debt is cleared in full. This place will be offered to another child if there is a waiting list for any/all of the sessions.
- For circumstances, where increased sessions are requested and agreed (eg due a parent's increased working commitment), payment will be added to the monthly invoice.

- Where an agreed but rare emergency session is allocated, payment will be at the point of booking.
- Payment may be made
 - online using [parentmail](#)
 - by cheque (made payable to Cheshire East Council)
- Every booked session is payable even if not attended due to illness or holidays.
- An additional charge will be made in the event of late pick-ups from after school sessions. Pick-up time is 6pm. Late pick-ups will be charged at £5 per quarter hour after 6pm, per child.
- Where a child has not been collected by 6.30pm and attempts to contact the parent or nominated carer have failed the school will implement Safeguarding Procedures. At this point the After School Club staff will contact the Police and report the non-collection to the Duty Social Services contact.
- Any changes to pick up arrangements must be made in advance by phone (School office 8.30-4pm 01270 685510) or in writing/e-mail and must be made by an adult authorised on the booking form or known to the School. (This is to ensure legal safeguarding requirements are met).
- Two weeks cancellation notice is required to cancel a place at The Nest or to make changes to the booking requirements. Sessions not used during this duration will be chargeable.

I have read and understood and agree to comply with The Nest OOSC Terms & Conditions.

Child(ren) Name:

Signed.....

Print Name:.....

Date.....