



**TWO HANDS**  
PRESCHOOL

## Terms and conditions for after-school club

In addition to the terms and conditions that form Part B of the parent contract, the following terms and conditions apply to after-school club places:

1. The after-school club sessions are available every day that the preschool is open for preschool children. It closes only for preschool holidays, Bank holidays and 3 staff inset days per year
2. The after-school club is invoiced monthly, but fees are calculated on a weekly basis and only applied for the weeks in which the preschool is open.
3. In order to avoid liability for fees for weeks when the preschool is open but a child will not attend any after-school club sessions due to holiday or other absence, at least 3 weeks' written notice is required. Written notice does not include a holiday update on Family unless this is also accompanied by a message or e-mail for the attention of the Director or Headteacher.
4. The pick-up service for after-school club children is offered subject to staff availability, as well as requested pick-up location and pick-up time.
5. Pick-up can only take place from a consistent and pre-agreed point where the child is supervised and safe up until the point of pick-up
6. Where the pick-up service is offered by cargo bike, a helmet must be provided by the parents / carers for the child for every journey.
7. The pick-up service is subject to staff availability. In the event of that the member of staff responsible for pick-up is absent, we are unable to provide an alternative member of staff. Parents / carers will be notified no later than 8am on the day that the usual pick-up service can not be offered due to staff absence.