

BRONTË HOUSE SCHOOL

brontehouse.co.uk

Terms & Conditions for Bronte House Holiday Club and Ashdown Lodge Early Years Provision during non-term time.

Registration

- **Only children that attend Bronte House School/Ashdown Lodge are able to attend Bronte House Holiday Club/Ashdown Lodge Early Years provision.**
- All parents / carers must complete our Registration Form before a child can be accepted at **Bronte House Holiday Club/Ashdown Lodge Early Years Provision**. Registration must be done directly on our website
- By registering, the parent / carer gives **Bronte House Holiday Club/Ashdown Lodge Early Years** permission to take your child/children off site – this may be for the purpose of, but not limited to, a walking bus or organised trip.
- **Bronte House Holiday Club/Ashdown Lodge Early Years Provision** must be notified of any changes in Registration details, as soon as possible, in writing by the parent / carer.

Booking Sessions

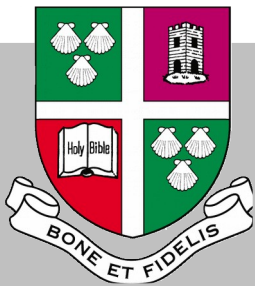
- All sessions requested by parents / carers are subject to availability.
- All sessions booked must be paid for in advance.
- No parent / carer should consider a booking as being accepted until payment has been received by the Club.
- Bookings may be made upto 6 weeks prior to the school holidays. Parents will have a 2 weeks time frame to make bookings. Children will not be able to be booked in after that time.
- Children will not be able to be booked in after this time unless spaces are available.
- Bookings may be cancelled or changed up until the deadline booking date – changes may not occur after this time.
- **Bronte House Holiday Club/Ashdown Lodge Early Years Provision** will credit all fees charged, if the club is forced to close due to unforeseen circumstances.

Responsibility for attendance

- It is the parent / carer's responsibility to ensure that their child / children arrive, on time, to any Club, and are signed in accordingly.
- It is the parent / carer's responsibility to ensure that their child / children are aware if they will be attending any additional clubs on different sites.
- It is the parent / carer's responsibility to notify the school if there are late changes made to their child / children's club attendance on that day.

Apperley Bridge, West Yorkshire, BD10 0PQ
Tel: 0113 250 2811 enquiries@brontehouse.co.uk

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Penalties for Late Collection

- It is the responsibility of all parents / carers collecting children to do so promptly at the end of the session.
- The School reserves the right to charge a late collection penalty.

Responsibility for Payment

- The responsibility for payment of all fees, charges and penalties lies at all times with the person who has made the booking.
- Failure by **Brontë House Holiday Club/Ashtown Lodge Early Years Provision** to make a written or verbal request for payment of fees does not constitute an excuse or reason for late, or non-payment under any circumstances.
- Failure to settle all fees and/or penalties when due may result in the clubs taking action (including legal action) to recover any outstanding sums.

Childcare Vouchers

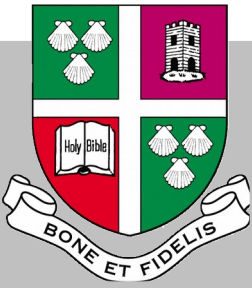
- Childcare Vouchers will be credited to individual accounts only when the funds have been received by the school. Please note that many Childcare Voucher Providers take up to 7 days to allocate these funds to the school, therefore you must allow 14 Days for this credit to be transferred across to your account.
- The school is registered with a number of Childcare Voucher Providers – please check with your provider prior to booking.
- If you intend to use a Childcare Voucher Provider, which is not currently registered with the school, please email broscombe.l@brontehouse.co.uk with the Provider's information in order for the school to register. Bookings will need to be paid for by card until this registration process is complete.

Grounds for Exclusion

- Any child who has suffered from diarrhoea, sickness, high temperature/fever, conjunctivitis or any contagious disease must be kept away from the Club for a period of 48 hours after such condition has ceased.
- Should any child suffer from any of the above whilst at the Club, the staff will contact the parent / carer and ask them to collect the child as soon as possible.
- Other grounds for exclusion are persistent poor behaviour on the part of the child or the parent / carer, (which includes, but is not limited to, bullying, verbal abuse, physical violence, fighting, racial incidents, defiance, rudeness to others, dishonesty, disobedience and deliberate damage to property), or non-persistent incidents of particularly serious behaviour (for example those which endanger children or staff) or where a parent / carer is in breach of any of our terms and conditions.
- Refunds will not be made if children are excluded on the grounds set out above. School rules also apply, as during term time.

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Reservation of Rights

- **Bronte House Holiday Club/Ashdown Lodge Early Years Provision** reserves the right to exclude a child or family from attending the Club or to refuse to accept a registration at its sole discretion.
- **Bronte House Holiday Club/Ashdown Lodge Early Years Provision** reserves the right to close the club on the grounds of staff shortage, unavailability of facilities, or for any other reason, which in its reasonable opinion necessitates closure. Reasonable notice will be given where possible.
- **Bronte House Holiday Club/Ashdown Lodge Early Years Provision** reserves the right to change these terms and conditions at any time.

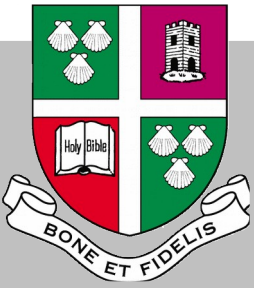
Legal: Waivers, Exclusions and Jurisdiction

- No failure or delay by **Bronte House Holiday Club/Ashdown Lodge Early Years Provision** in exercising any of its rights or remedies shall prejudice or affect its ability to do so unless it has provided a specific waiver or release in writing.
- These terms and conditions are governed by English law and subject to the jurisdiction of the courts of England and Wales.
- **Bronte House Holiday Club/Ashdown Lodge Early Years Provision** shall not be liable for any direct or indirect loss suffered by parents / carers as a result of club closures under the terms of the agreement, including but not limited to loss of profits, increased costs or expenses or wasted expenditure.
- **Bronte House Holiday Club/Ashdown Lodge Early Years Provision** accepts no liability for the administration of medicine in accordance with parents / carers written instructions. Medicines will not be administered in the absence of written instructions.
- In accordance with **Bronte House's** Health Policy, **Bronte House Holiday Club/Ashdown Lodge Early Years Provision** accepts only medication which is prescribed, in original packaging including the pharmacy label which indicates the child's name.
- accepts no liability for loss or damage (including consequential loss) to property brought to club premises caused by the actions of children or third parties or for accidental damage caused by club staff.
- **Bronte House Holiday Club/Ashdown Lodge Early Years Provision** accepts no liability for loss or damage (including consequential loss) to property brought to club premises caused by the actions of children or third parties or for accidental damage caused by club staff.
- **Bronte House Holiday Club/Ashdown Lodge Early Years Provision** accepts no responsibility for injury caused from pre-existing medical conditions which are not notified to the club.

February 2020

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Methodist
Independent Schools Trust

*Woodhouse Grove School is part of the Methodist Independent Schools Trust.
Registered Office: Methodist Church House, 25 Marylebone Road, London, NW15JR.
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