



## **Horsforth Activity Camps Terms & Conditions**

### **Registration**

- All parents / carers must complete our Registration Form before a child can be accepted at Horsforth School Activity Camp. Registration must be done directly on our website **[website address]**
- Horsforth School Activity Camp must be notified of any changes in Registration details, as soon as possible, in writing via email by the parent /carer
- It is the responsibility of the person making the booking to ensure that all details provided are accurate, in particular full information about each child, including medical and other special educational needs, and emergency contact information. If we do not have all this information before camp starts, your children will not be allowed on camp.

### **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.
- Horsforth School Activity Camp 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 Breakfast or Holiday Club, and are signed in accordingly

### **Penalties for Late Collection**

It is the responsibility of all parents / carers collecting children to do so promptly at the end of the session. Failure to do so will expose the parent / carer to the payment of a financial penalty of £10 per 15 minutes and will constitute a breach of the terms and conditions. We reserve the right to refuse future bookings from parents who continually pick up late.

## **Responsibility for Payment**

Horsforth School activity camp accepts payment by credit card, debit card and childcare vouchers. We do not accept payment by cheque, American Express or PayPal. All bookings must be paid for in full prior to attending camp. In the unlikely event that you have payments outstanding after your child has attended camp, these will be passed to a debt recovery agency.

## **Cancellation Terms**

- If you give us 14 days' notice prior to the first day of your booking that you would like to cancel, we will refund your payment. If you have paid in childcare vouchers or credit, we will hold the amount in credit to be used for future bookings.
- For cancellations with less than 14 days' notice, the cost of the days cancelled will be held in credit which you can use for future camps.
- The cost of any bookings cancelled or changed with less than 48 hours' notice will not be refunded or credited

## **Childcare Vouchers**

We accept childcare vouchers as full or part payment. We are registered with the below childcare providers, if your provider is not listed, please email for help.

**Caboodle**

**Care4U** (02814025)

**Child Grant Payment** (Horsforth School 137775)

**Computershare** (0026830555)

**Edenred** (P21320499)

**Fideliti** (HOR068C)

**Kiddivoucher** (Horsforth School)

**Sodexo** (915494)

## **Notice of Absence**

- If a child is not attending a scheduled day on camp, parents/carers must email as soon as possible

## **Grounds for Exclusion**

- We reserve the right to exclude or refuse any person at any time prior to and during the camp if, in our opinion, that person is incompatible with the general well being of the camp.

## **Personal Property**

- All your child's personal property is your responsibility and Horsforth School Activity Camp is not liable for any lost or damaged property on camp. If you believe that your child has left an item on camp, please contact the Camp Manager who will do their best to assist

you. Lost property will remain on camp until the last day of the season and should be collected before the last day.

## **Illness and First Aid**

Horsforth Activity Camps requires that all children who are ill or infectious be kept home for the full duration of their ailment, and for 48 hours after the last symptom occurs. Horsforth Activity Camp will only administer medication if it has been prescribed by a doctor or other health professional.

In the event of an accident, first aid will be administered to children in our care, and the emergency services will be called if necessary.

Essential prescribed medication including Epipens must be handed in to the Camp Manager for safe-keeping. All Horsforth Activity Camps First Aid policies are in line with Ofsted recommendations.

## **Legal: Waivers, Exclusions and Jurisdiction**

- These terms and conditions are governed by English law and subject to the jurisdiction of the courts of England and Wales.
- Horsforth School Activity Camp 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.