



- Operating times: After School Club = 3:00pm till 4:30pm or 5pm
Holiday Club = 10:00am till 4:00pm (Extended Time: 8am-6pm)
- Sign In - Children must be delivered to the setting via the main School entrance or back gate via Greenbanks and signed in by their parent/carer (Holiday Club only, as After School Club is done by staff collecting children from the Hall after school).
- Sign Out - Children must be collected from the setting via the main School entrance and signed out by their parent/carer (After School and Holiday Club).
- Fees – these must be paid cash, cheque, card, online or via childcare vouchers, either prior to the your child's start day or on the day. Please note, that unless agreed with the setting manager, a place at the setting will not be available for your child should any payment be overdue by more than 1 week. (Fee details available via information pack and/or website).
- Cancellation Fees – please note that refunds are not given for days booked but subsequently not used without prior notice. Full charge will apply unless notice is given as follows:
After School Club: not later than 10am on the day.
Holiday Club: 24 hours prior notice must be given
- Late Collection Fees (applicable to After School & Holiday Club only) – please note that a Late Collection Fee of £5 per 15 minutes is chargeable to all parents collecting after time of closure
- Registration Forms - All children need to have a completed Registration Form in place before being able to use the setting. Annual reminders will be submitted to parents/carers to ensure that their contact and emergency details are kept up to date. Please advise setting manager of any relevant changes as soon as possible.
- Activities - A selection of toys, arts & crafts, board games, sporting equipment, films, TV programmes ICT equipment and physical games (indoors & outdoors) will be made available for your children's enjoyment. Please advise the setting manager should you not wish for them to participate in any particular activity.
- Behaviour – our approach to behaviour management is that all adults (staff & parents/carers) and children work together within clear consistent understandable and realistic guidelines and boundaries.
- Food – children are not to bring in any nut products. Any child with any allergies must make the manager aware when they sign in.
- Company Information – Sport Star Ltd. 57 Cavendish Gardens, Westcliff, Essex, SS0 9XP.
Company No: 05774647