YMCA Portsmouth

Booking Conditions 2016-2017

- Portsmouth Grammar School after school club is for pupils of the school only.
- Registration forms must be completed and returned to the after school club team at least 24 hours before commencement date of care. We cannot accept a child into our care without this completed form.
- At least two emergency contact names and numbers must be provided for emergency purposes.
- Registration forms must include an original signature of the parent/guardian or an adult acting in loco parentis for each child. Emails are not acceptable.
- Children must be registered on an annual basis. Repeat sessions are booked a term at a time unless alternative arrangements have been made.
- All children will be signed in to after school club at a designated meeting point. The YMCA are not responsible for a child until they are signed in on the register.
- In the event of a medical emergency every effort will be made to contact the parent/guardian before arranging medical treatment. If this is not possible we will inform you at the earliest possible time afterwards.
- We require written and signed consent if a child requires any form of medication to be administered whilst in our care.
- Children who have fallen ill will not be allowed to attend after school club to avoid spreading infection. Refunds will only be given on production of a doctor's note.
- Our registration requires us to provide full and accurate daily registers. The after school club team require written notification of any changes made to the regular session bookings.
- In order to comply with our Ofsted registration, your child must be collected by 6:00pm. Failure to do so will result in a late collection fine of £5 per child per 15 minutes or part thereof.
- Payment must be made either by Direct Debit or childcare vouchers. We are unable to accept bookings without one of these forms of payment. Payment by childcare voucher will only be accepted if the account balance is cleared on a monthly basis.
- Sessions may be cancelled with the after school club team up to 5.00pm on the working day before the day of the session. These sessions will be credited to your account. Cancellations made after this time will not be refunded.
- The YMCA reserves the right to terminate any booking for any reason.
- Photographs may be taken by us of the children which may be used in future publicity. Please inform the YMCA Fairthorne Group if you do not wish your child to be photographed.
- YMCA Fairthorne Group does not accept responsibility for personal possessions. Parents should ensure that items are adequately labelled and covered by insurance.
- Children displaying inappropriate and antisocial behaviour may, as a last resort, be excluded from the after school club.

YMCA Portsmouth is part of YMCA Fairthorne Group, a registered charity no. 1090981 and a company limited by guarantee registered in England and Wales, no. 4336719. Registered Office: Fairthorne Manor, Curdridge, Southampton SO30 2GH
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