



Woolenwick Junior School
Bridge Road West
Stevenage
Herts SG1 2NU
Telephone: 07708002151
[E-mail jbaynam@woolenwickjm.herts.sch.uk](mailto:jbaynam@woolenwickjm.herts.sch.uk)

BLAST CLUB BOOKING TERMS AND CONDITIONS

1. All admission forms must be fully completed and returned before child/ren are able to start attending.
2. **IT IS ADVISABLE THAT CHILDREN UNDER THE AGE OF 7 VISIT THE CLUB BEFORE STARTING SO THAT STAFF, CHILDREN AND PARENT/CARER CAN BE INTRODUCED TO EACH OTHER AND CHILD MADE TO FEEL SAFE WITH THEIR NEW SURROUNDINGS.**

All booking forms must be signed by the parent/carer of the child attending unless returning via email. The form must be fully completed and returned by the due date at the top of the form. Booking forms returned late cannot be guaranteed a place. An invoice will then be issued which needs to be paid by the date on the invoice. You can pay by either cash, cheque, voucher, School Comms (Juniors only) or Tax-free childcare. Please enquire as to vouchers we currently take as a new account may need to be set up.

If any sessions are cancelled no refund will be given. In terms of sickness no refund will be given unless long term sickness (4 days or more) where a refund will be given after the 4 days.

3. All children must be signed in by the parent/carer when they arrive at club and signed out when collected. Please enter a time next to your signature to ensure that you are charged the correct fee.
4. We are insured to care for your child/ren from 7.45am (term time) and from 8am (holiday club). This means that we cannot accept any children before that time. Please do not leave your child/ren outside unattended waiting for the door to open. All children **MUST BE** collected by 6.15pm (term time) and 6pm (holiday). If you are going to be late (after end of session's time) please ensure a member of staff is notified. A fee of £10 per ¼ hr will be charged to cover staff costs. Persistent lateness may result in an exclusion being given. There will be an additional fee of 70p on top of session fee for last minute bookings.
5. Blast have a debt recovery system of which all parents must be aware which is:
 - If you are 2 weeks late in paying for your sessions or £100 in arrears you will be sent an arrears notice to make you aware of this fact.
 - If you do not contact the Manager or pay your outstanding balance within 7 days of receipt of that notice you will be sent a second arrears notice.
 - If, after a further 7 days, you have still not paid your outstanding balance then your details will be passed to either the Infant or Junior School whereby their debt recovery procedure will come into force. Your child's place will be suspended until all arrears are settled.

I have read the above and agree to the terms laid out within it.

Signed:.....

Date:.....

Name:..... (please print)

Child's name:.....