



TERMS & CONDITIONS

I confirm that I have parental responsibility/legal guardianship of the child(ren) names on my MagicBookings account. By accepting a place for my child(ren) at Greenhouse I agree to abide by the following Terms & Conditions and acknowledge that I have read and understand all the points.

N.B. Repeated failure to adhere to these Terms & Conditions in the spirit as well as in the substance will mean that my place(s) at Greenhouse may be withdrawn.

1. Greenhouse is only open to children at Chorlton Park Primary School for term time care. Opening hours are 7.50am-8.50 am and 3.00pm-6.00pm.
2. The morning session is £3.75 per session for each child. The afternoon session is £10 per session for each child. Fees are payable **IN ADVANCE** via **MAGICBOOKINGS**, and no credit is given for absence. Any additional charges (e.g. late payment fees, late pick up fees) will be charged to your account each month.
3. The fees are subject to change by notice of Chorlton Park Primary School. The notice will give opportunity for parents to withdraw.
4. Places are not guaranteed until booked and paid for on the Magicbookings system.
5. I agree to give 4 weeks written notice if I wish to remove my child/ren from the provision.
6. I agree to treat all dedicated Greenhouse staff with courtesy and if I have any complaints, I will take these to the Club Manager and if not satisfied with the response I will submit them in writing, or in person, to the Headteachers.
7. I agree to give reasonable notice to the Club Manager when my child(ren) is/are not going to be attending their normal place at Greenhouse. If my child(ren) is/are absent from Greenhouse and the Play Manager has not been informed they will be treated as a missing child, and parents contacted in accordance with Chorlton Park's Safeguarding Policy.
8. I agree that on the dropping off of my child(ren) at Greenhouse, they become the responsibility of Greenhouse staff, however on the signing out of my child(ren) from Greenhouse they are no longer the responsibility of Greenhouse staff.
9. I agree to contact Greenhouse if I am going to be delayed in picking up my child(ren) and I understand that Greenhouse will charge me a late fee of £5.00 for every 15 minutes to cover the cost of staff remaining behind to look after my child(ren). Regular lateness could result in termination of your child/ren's place at Greenhouse.
10. I understand that my child(ren)'s place(s) can be withdrawn at any time, if any member of Greenhouse staff or management feel that they are not being treated with respect by a parent/guardian of a child at Greenhouse.
11. I accept that it is my responsibility to pay my fees and keep track of my account, if a monthly payment is not received as per my payment schedule my child/rens place will be cancelled until all arrears are settled.
12. I accept that regular late payment will result in my child/rens' place being cancelled permanently.