

# Booking Forms and Conditions

Parents/carers will be required to complete a booking form which may be for either long or short-term bookings. Bookings should be made a week in advance where possible, but every effort will be made to accommodate a child at short notice. Bookings should be made either at the Club or by contacting the Club organiser. If a child will not be attending the Club on a certain pre-arranged day the parents/carers are asked to contact us to let us know.

Non-attendance at the Club for a week (or for whatever number of days the child normally attends during any one week) without any written or verbal communication with the Club may result in the loss of the place. Should you wish to cancel all or part of your booking we ask that you give us one month's notice in writing. The Holiday Club operates on a 1:8 staff child ratio, when regular bookings are made, that place then belongs to you and will not be given to anyone else.

This includes ensuring that the adequate number of staff are employed to care for the numbers of children expected.

Therefore, we would ask that if your child has an odd day off due to illness or an appointment for example, that the fees for that session are still paid. If for any reason you feel that this condition should not apply to your circumstances, please do not hesitate to contact the club organiser to discuss the matter further

