

«Surname», «Name»

# TERMS OF MEMBERSHIP



The following terms have been created in the best interests of your child/children and Brampton Kids Club. We would appreciate it if you would take the time to read through these terms before signing and returning them. A copy of our Terms of Membership can be found on our website, [www.bkcltd.co.uk](http://www.bkcltd.co.uk) and a full set of our Policies and Procedures is available at the Club.

1. Membership of Brampton Kids Club is achieved by completion of a Registration Form, associated declarations for Safeguarding Children, Parental Consent, Privacy Notice and Terms of Membership forms.
2. Your child will not be cared for unless this form (Terms of Membership) and all other appropriate registration forms are fully complete and returned in advance.
3. Late payments or non-payment of fees may result in the cancellation of membership. In addition, if we must pass on the debt to a Debt Recovery Agency, we reserve the right to add administration costs (preparation, consultation and delivery of papers) plus the additional cost of recovery, to a minimum of 25% of the total debt outstanding, plus interest at the prevailing Court rate.
4. There will be no reduction in fees due to illness, or any other reason, when your child would normally be booked in to attend the Club. This includes school closures that are beyond our control.
5. Notice should be given **daily**, of your child's absence from the Club. Collection details and staff arrangements have to be compiled daily. A telephone answering service is available for your messages regarding your child's attendance, on **07922 064122**, or **01480 375064**.

**IT IS IMPORTANT THAT MESSAGES ARE NOT LEFT WITH THE CHILDREN OR WITH SCHOOL.**

6. A full calendar months' notice to reduce agreed sessions of attendance, or to terminate membership entirely, is required in writing. This can be done by letter or email. A full month's fees will be charged regardless of whether your child continues to attend the Club or not.
7. **Late collections – a penalty fee of £6.00 per family** is payable **for each 5 minutes or part thereof** should collection occur after 5:00pm, for PM1 bookings, or after 6:00pm, for PM1 + PM2 bookings.
8. **Fees for attendance are issued monthly, and payment is normally requested within 14 days. Brampton Kids Club does not operate a credit facility. If you have problems paying your invoice, please discuss this in confidence with the Co-ordinator.**
9. Fees may be paid online or by cash, cheque or Childcare Vouchers. If paying by cash, please ensure the exact amount is paid as no change is kept on the premises. All cheques should be made payable to Brampton Kids Club Ltd., and **bank charges of £1.50 should be added**. Any charges incurred by the Club for returned cheques will be passed back to you for the Club to be reimbursed. If paying online, please include the name of your child as a payment reference.
10. In circumstances where the Club is at full capacity, names will be added to a Waiting List. Notification will be given as soon as places become available.
11. Child Safety – Your child will not normally be allowed to go home without you (parent), or a properly authorised person appointed by you (parent), giving consent and providing this directly to the Club Co-ordinator.
12. Child Safety – If an unknown person comes to collect your child and staff become suspicious, contact will then be made with you (parent), or a designated carer, before your child will be allowed to leave the Club.
13. The Co-ordinator is empowered to exclude children at his/her discretion.

**[bramptonkidsclub@icloud.com](mailto:bramptonkidsclub@icloud.com)**

## DECLARATION

I have read, and fully accept, the terms of membership outlined above.

Name of Parent/Carer	Date
Signature of Parent/Carer	