



THE CABIN CREW OUT OF SCHOOL CLUB

Holiday Club Fees and Terms & Conditions for the Period April 2022 – April 2023

Contact details: Tel 01473 715151 Email: thecabincrew1@aol.com
Registered Charity Number: 1119785
Ofsted Reg: 251435
www.thecabincrew.org.uk

Administration Fee

An administration fee of £25 is payable to register your interest in joining the Cabin Crew. This fee is deducted from the first holiday club payment when your child is offered a space in the club.

Helping the Environment

With consent, invoices, messages and newsletters will be emailed to parents/carers. Please ensure you inform us if your email address changes or if you no longer want to be contacted in this way. If you need to update your email address, please speak to a member of staff at the club or email thecabincrew1@aol.com

Holiday Club

Opening Times and Fees

The holiday club runs from Mon – Fri during the school holidays (with the exception of the Christmas holidays). Although the Cabin Crew is an independent organisation, we work to the school holiday dates set by Sidegate Primary School so please check these if your child attends a different school. The current opening times for the holiday club are as follows:

| | | |
|-----------------|-------------------------------|-----------------|
| 9.00am – 4.00pm | Standard Day Session | £35 per child |
| 7.30am – 9.00am | Add on Breakfast Session | £5.00 per child |
| 4.00pm – 6.00pm | Add on Late Afternoon Session | £5.00 per child |
| 7.30am – 6.00pm | Full Day Session | £45 per child |

Standard and Full Day Sessions include snacks, a two course cooked lunch, and all activities and workshops (e.g. P.E./Dance sessions, swimming in school pool, puppet shows, pony parties).

Please note that a packed lunch must be provided for all children attending holiday club full days and late afternoon sessions (4.00pm – 6.00pm). This will be eaten after 4.30pm.

We do not offer a sibling discount or block booking discount in our holiday clubs. This is to ensure we cover our running costs which are higher during the holidays due to a greater provision of food and activities.

Late Collection Fees

The latest time children can be collected is 6.00 p.m. unless there are exceptional circumstances. Where children are collected after 6.00pm (by the Cabin Crew clock) a late collection fee will be applied to the next available invoice. This is because at least two members of staff must remain to supervise a child or children who have not been collected on time, and therefore we have to pay overtime to those staff.

The current late collection fee is as follows:

£10 per family per incident.

Cancellation and No Show Fees

Holiday Club Sessions

Holiday club sessions are non-refundable once payment has been received and a booking confirmed. The only exception to this is where we can re-allocate the session to someone on the waiting list. In these circumstances a refund for the cancelled session will be made minus a £5 administration fee.

Closure of the Club

Please note that where Sidegate Primary School is closed for any reason, including exceptional weather, essential or emergency site maintenance, etc the Cabin Crew will also be closed.

If the School and Club is forced to close due to reasons beyond our control (including but not limited to the above) normal fees will still be applied.

Information on School closures is often available on local radio but can also be found on the school closures website. There is a link to this from the Cabin Crew website www.thecabincrew.org.uk

Payment of Fees

- For holiday club sessions payment must be made in advance at the time of booking. Please note that holiday club bookings will not be confirmed until full payment has been received.
- Where possible for security reasons, fees should be paid by cheque or online bank transfer. If this is not possible and payment is by cash, this will be verified by a member of staff with the parent/carer and a cash receipt issued. The Club does not hold any cash on the premises therefore the correct amount must be paid as no change will be given, or a credit can be carried forward to the next holiday.

Childcare Vouchers

We accept payment through a number of childcare voucher schemes. These can be set up through your employer's payroll system and entitles you to savings on tax and national insurance payments. Check with your employer if they run a scheme or speak to the Club's Finance Administrator.

An online calculator to help you decide if you would be better off taking childcare vouchers or not is available at <https://www.gov.uk/childcare-vouchers-better-off-calculator>.

TAX CREDIT INFORMATION

Please keep your invoices for enquiries with your Tax Credits, if you require duplicates there will be an additional charge of £10.00.