



Middlewich Primary School Sunset Squad Terms and Conditions November 2023



- Sunset Squad is operated by Middlewich Primary School. The club is a play setting and Middlewich Primary School is legally responsible for all children in attendance.
- Sunset Squad offers an early session (Monday to Friday) and a late session (Monday to Thursday). The early session is open from 3:15 pm to 4:30 pm and the late session is from 3:15 pm to 6 pm. Sunset Squad is open term time only.
- All children will be provided with a snack and a drink whilst attending the club. For those children staying until 6 pm, they will also be provided with a light tea (pizza or spaghetti on toast, for example). Parents/Carers must ensure that any dietary requirements or allergies are communicated and amended using the Hivelink booking system.
- Parents and carers must sign the Sunset Squad register when collecting their children.
- It is the responsibility of parents/carers to ensure Middlewich Primary School is kept informed and up to date of any amendments to information provided regarding their child, i.e. contact details, medications etc.
- There is a maximum of 60 places available at the after-school club each day. Each place requires an advance booking which must be made before the club commences. Bookings can be placed in advance up to the end of the half-term.
- The booking system for the next half term, will open on the Monday two weeks before the end of the current half term. (i.e. if the end of the term is on Friday 22nd December 2023, the booking system for the next half term will open on Monday 11th December). Priority bookings will be given to those parents/carers of the children attending the club and will open on the Wednesday before (i.e. Wednesday 6th December).
- All bookings should be made via the Hivelink booking platform. The Sunset Squad and office staff are not able to take bookings.
- Any cancellations must be made through the Hivelink booking system at least two working days prior to the booking. (i.e. cancellation made on a Monday for a Wednesday booking, Tuesday for a Thursday booking, Wednesday for a Friday booking, Thursday for a Monday booking and Friday for a Tuesday booking). Failure to cancel any bookings will result in the charge still standing. Cancellations may be made 'on the day' if the child is ill and unable to attend school for medical reasons. Any other 'on the day' cancellations will be waived at the

discretion of the headteacher.

- In the event that children participate in a school-led extra curricular club, the full fee of £10.50 (late session) for the Sunset Squad will still apply, as a place will need to be reserved. Please note that an early session will not be available in these circumstances.
- Payment will be required at the point of booking via debit or credit card using the Hivelink booking system, unless payment is via an approved voucher scheme.
- If payment is made via an approved voucher scheme, vouchers must be uploaded in advance to ensure your Hivelink account is always in credit. Please note that uploaded vouchers can take up to 10 working days to clear. Alternatively, an online payment will be required.
- All children must be collected by the end of the session (4:30 pm or 6 pm). Failure to do so, will result in a late fee. A late collection for the early session will result in your child entering the long session and an additional charge of £4.50 will be added to your Hivelink account. Late collections for the long session will result in a £10 fee and this will be charged to your Hivelink account. Late fees on accounts must be paid promptly and within five working days. Persistent late collection will result in a booking suspension.
- Middlewich Primary School has the right to suspend bookings if parents/carers fail to comply with the terms and conditions set out above.

By placing a booking for Sunset Squad, all parents and carers are agreeing to the above terms and conditions.