



LIGHTHOUSE CLUB - TERMS & CONDITIONS – 2023/24

1. Electronic booking forms will be issued via text message, email or newsletter w/c **Monday 10th July 2023**
2. **The form will become live at 7:00pm on Monday 17th July**
3. Places will be allocated on a first come, first served basis. However, places for the next academic year will be withdrawn if your account has an outstanding balance on the 26th July 2023.
4. Parents/carers will be contacted by phone to confirm if they have or have not been allocated a place for the new academic year
5. Changes to sessions required are subject to a two week notice period and subject to session availability.
6. Payments must be paid in advance either, weekly, preferably monthly, or termly. Failure to do so will result in your place being withdrawn until necessary payments have been made.
7. If your account goes into arrears for over 10 working days, your place will be withdrawn, until such arrears are cleared, if you still require a place you may then join the waiting list (if appropriate)
8. Payments are required for the sessions booked, even if the child does not attend
9. Each club offers a limited number of places, based on legal staffing ratios. Therefore, it is not always possible to accommodate all requests for places. This applies to both permanent and ad hoc places.
10. Payment methods accepted are Childcare Vouchers, Student Finance payments or via the School Gateway app. Cash and cheques are no longer accepted.
11. The Lighthouse Club opens at 07:30, please do not press the intercom button beforehand, as staff are preparing for the children and the day ahead.
12. For the safety of all the children, parents/carers are instructed not to open/keep open the front door for other parents/carers and children to enter the building. All parents/carers and children must wait for the door to be released by a member of staff from Lighthouse Club. Failure to do this may result in the child's place at the club being withdrawn.
13. Children attending the Lighthouse Club must proceed directly to the Lighthouse Club. Should children arrive before the session time requested on the booking form and if spaces are available, this will be charged from the earlier session time. Where a child incurs additional charges, payment will be required by the end of the school week in which the charge relates to.
14. Lighthouse club closes at 17:45, children that are picked up late between 17:45-18:00 will be subject to a £5 charge per child per session, children picked up after 18:00 will be subject to a charge of £20 per child per session. Payment will be required by the end of the school week that it relates to. Children attending Lighthouse Club children are expected to follow the Heathfield Pledge and failure to do so may result in their place being withdrawn.