



FULFEN CLUB

Terms & Conditions

Collections

- All children must be collected by their booked end session time of 4:30pm or 6pm.
- If you are more than **five minutes after a 4:30 collection, there will be a charge of £5:**
- If you are more than **five minutes after a 6pm collection, there will be a charge of £20** to cover the costs of staff, who will be legally required to stay to supervise your child(ren);
- If you are running late, please phone us in the first instance on 01543 212108;

Bookings

- All session bookings **must** be completed before the Form closes on the 15th of the month;
- If your required sessions are not requested by the 15th, we cannot guarantee that the session will be available; however, if we do accept a late booking, a **£10 admin fee will be incurred.**
- Additional bookings/changes (including swapping days) - due to an increase of ad-hoc requests recently, an admin fee of **£5 per session** will be incurred when sessions are requested with less than 1 week's notice;
- Any additional bookings/changes should be made via email to fulfenclubfinance@fulfen.staffs.sch.uk;

Payments

- All payments must be paid by ParentPay by the set date given on the invoice, which is always the last day of the month, unless otherwise stated;
- If payment isn't received on the given date on the invoice, an instant **£5 late fee** will be added to your child's ParentPay account;
- If payment is made using vouchers, these must be paid and a screenshot sent confirming payment by the given date;

Our System

What Happens	When
Booking form for the following month is emailed to parents (via the email address we have on School Spider)	First Tuesday of the month
Booking form closes (invoices will be sent out within a week to the email address on the booking form)	15 th of the month
Payments cleared on ParentPay	Last day of the month



Love of Learning... Encouraging... Adaptable... Determination...