

# Holiday Booking Information and Terms

## Opening Times & Fees

We are open Monday to Friday on every LEA school holiday and P.D. day, except for 1 week at Christmas and on Public Holidays.

School Holidays				A healthy snack of fruit, biscuits and squash is provided mid-morning and mid-afternoon.
Holiday Sessions Any Time Between		Under 8 yrs	8 yrs and over	
Morning	8.30 am - 1.15 pm	£18.00	£14.00	
Afternoon	1.15 pm – 6.00 pm	£18.00	£14.00	
Short Day	8.30 am – 3.30 pm	£25.00	£19.00	
Full Day	8.30 am – 6.00 pm	£27.50	£21.00	

Fees are current as from 1<sup>st</sup> April 2018; the fees are reviewed when our costs change, normally annually.

## Discounts

Save 15% per session from your eldest child's fees when their brother or sister attends the same session.

## Booking

Booking a place is simple and quick – you simply call us to check that a place is available on the particular days that you need. If you then ask us to reserve your place, we can reserve it for two working days (only) to allow time for you to book online at [earlyworld.co.uk](http://earlyworld.co.uk) and for your booking and payment to reach us.

Our booking system is very flexible to meet your changing needs. You can book a session, a day, a week or the whole holiday period at a time. We also take next-day bookings to help you with any last minute changes of plans, subject to places being available. Places are allocated on a first come first served basis.

## Payment

Fees must be paid in advance, at time of booking. We accept payment by credit or debit card, childcare vouchers, tax free childcare, bank transfer and cheque. We do not take cash for security reasons on the premises. We reserve the right to make additional charges for non-payment of fees, or for late collection beyond your booked session time. Early Morning session fees will be charged if a child arrives before 8.30am.

## Cancellations

Unfortunately, we cannot give refunds for booked sessions, as we still have to meet our full staffing and running costs. However, sessions may be swapped within the same holiday, if places are available within the staffing that has already been arranged.

## Food & drink

A snack of biscuits, fruit and drinks is provided mid-morning and mid-afternoon. For lunchtime, however, please also remember to provide a packed lunch for your child! Please note that we are unable to refrigerate lunch boxes.

## Absence

If your child is going to be absent, please let us know.

## Peace of mind for parents

Earlyworld has thorough safety standards covering child protection, toys, games and equipment and has full public liability insurance. Every care is taken to prevent accidents but should any accident occur parents will be informed and will be required to sign an accident form. Several staff qualified in first aid for children are normally on the premises. Children can bring a favourite toy, but we cannot take responsibility for keeping it safe, as others will want to play too!

We encourage children to respect one another and the environment. Any unacceptable behaviour is challenged, discussed and better behaviour encouraged. If difficulties continue, we arrive at solutions jointly with parents, but as a last resort, we have to reserve the right to exclude a child if their persistent poor behaviour affects the safety or well being of other children.

We will provide an 'All About Me' form for you to complete before your child attends, for any health information and names of contacts in an emergency. If illnesses or accidents require hospital treatment, all attempts will be made to contact parents, but failing this, Earlyworld requires consent to act on behalf of parents and authorise necessary medical treatment.