

Terms and Conditions

Issued 2020

Registration

- Children will only be considered for a place at Beanstalks when a completed registration form is submitted and acknowledged by email from central admissions.
- New breakfast and after school places will only be allocated in April to coincide with school offer day, if you currently hold a place at Beanstalks and wish to leave for any circumstance we cannot hold your place and you will be required to reapply the following year.
- When your child's place is confirmed the days attending will remain the same and can only be changed with agreement by the admissions coordinator, any changes agreed will be actioned for the following term.
- Cancellation of places require one month's notice in writing and will be reflected in the final invoice. Please be aware that a notice period is considered as a term time date and will not include notice over a holiday period.
- All policies subject to change or update without notice.
- Acceptance of this agreement is implicit when you sign our registration document and/or show acceptance by using the service provided.

Fees

- Full fees are payable half-termly in advance and must be settled in full before the first Monday of the term the invoice applies to. Any differing payment plan must have prior agreement in writing with the admissions team.
- Overdue invoices will result in Beanstalks reserving the right to terminate your contract. Such items will be recoverable by action if necessary via a debt collection agency.
- Late fees may apply and will be addressed on an individual basis.
- Fees are the joint responsibility of each person who has signed the registration form.
- Fees will not be refunded or waived for absence.

This includes sickness/holidays or any other case including unforeseen school closure (weather restrictions/Act of God/Force Majeure/Government Guidance)

- Beanstalks reserve the right to review fees without consultation.

Parents and Carers

- Collection / Drop Offs Parents must sign their child in and out of the club. For the safety of children and staff we request your children are collected promptly before closing time at 1800.
- Children will only be released into the care of named contacts on the registration form that have the correct verbal password.
- Medicine / Illness Beanstalks will administer prescribed medicines only. The Medicine book must be completed and signed by the parent / carer. Parents are requested not to send their child to beanstalks if they are suffering from any communicable diseases.

Liability

- Beanstalks accept no responsibility for any loss suffered by parents arising directly or indirectly as a result of any temporary closure of the clubs.
- Beanstalks does not accept any responsibility for children while in their parents care whilst dropping off or collecting children from Beanstalks clubs.
- Beanstalks will not be liable for damage or loss to a child's property or for any loss resulting from a claim made by a third party.

Information Sharing

- Child and Parent Records (Data Protection) Beanstalks will hold information on you and your child, such as contact details, addresses, medical, dietary and special requirements. You have the right to a DSAR (Data Subject Access Request) at any time to view the records we hold at Beanstalks. You also have the right to terminate your contract with us after your months' notice is up. At this point you can request that we

remove you completely from our records (aside from what we must legally keep.) Your rights are protected by the EU GDPR (European Union, General Data Protection Regulations.) We also protect your information by ensuring we have encrypted contracts with all platform providers such as Family and Tapestry. This can be explained upon request.

- **Safeguarding Children** In cases of suspected abuse of children, it is our duty and a legal requirement to report our concerns to social services.
- **Sharing Information** We work in a multi-agency environment. If we need to seek advice from professionals, or are asked to share information about your child, we will contact you directly to seek informed written consent.