

North Bridge House Nursery & Pre-Preparatory Schools Holiday Club, 2018/19

Terms & Conditions

Booking

Please contact the Nursery School Admin Team directly to book your child's place at North Bridge House Holiday Club. Once your place is confirmed you will receive an e-mail with confirmation with your booking details. Parents have a responsibility to check over this information and to advise if there are any errors. A member of the North Bridge House team will be in touch to take your payment details. All payments must be made within one week of payment request and at least one week prior to the start of the North Bridge House Holiday Club session you've signed up to. If payment has not been made prior to the start of North Bridge House Holiday Club, we will not be able to accept your child on the day.

Places are booked in 1 week slots at £265 per week.

Cancellation or Alteration

If you have to cancel or alter your booking for a North Bridge House Holiday Club, we will try to transfer your booking to another week if space permits, but if not, you will be charged the full rate for the slot booked.

Public Liability Insurance

Whilst they are taking part in activities on our North Bridge House site, the children are covered by our public liability insurance.

First Aid and Safeguarding

Several of our staff are qualified first-aiders and are trained to administer first aid assistance should your child require it. The emergency services will be called if further assistance is needed. Parents should ensure that any special requirements or allergies are notified on the medical section of the application form to ensure that appropriate treatment is given when treating their child. The Holiday Club Leader is trained to level 3/4 child protection.

Medical Conditions and Treatments

Please note that it is a legal requirement for parents to leave clear, written guidelines and instructions for use with any medicines/inhalers or allergy treatments on arrival each day. Parents are also required to sign for the receipt of medicines on departure and to sign to acknowledge any treatments administered during the day. This also applies to First Aid treatments.

Weather protection

Parents should ensure that children are adequately protected from the sun by providing appropriate clothing/sun hats and ensuring that sun cream has been applied in advance of arrival to the Holiday Club if good weather is anticipated. Please ensure you inform the Club leader upon drop-off if there would be any issue with additional application of sun block during the day where necessary and provide your child with additional sun cream where possible. Equally, children should attend the Holiday Club with warm clothes and coats if weather is poor.

Nutrition

We are a nut free school as such all food and snacks will be provided by the school in our carefully controlled kitchen.

Timetable Changes

In the event of poor weather or other factors which may arise which are beyond our reasonable control, the programmes may be subject to alteration or rearrangement. We reserve the right to cancel schemes which are under-subscribed, and will notify parents as soon as possible of any such cancellations or significant amendments.

Photography

During the scheme, some photographs may be taken which may be used in future to promote North Bridge House Holiday Club, both in print and online. If you do NOT wish your child's image to be used in this way, please let us know by emailing natalie.utting@northbridgehouse.com. Please note that names will not be used in any publicity adjacent to photographs of children except occasionally in the North Bridge House Newsletter.

Drop Off and Collection Arrangements

Drop off in the morning is from 8.30am at the side entrance (top playground) of North Bridge House Nursery School, accessed from Nutley Terrace. If you plan to arrive later than 9.00am, please let the staff know. We are unable to accept any children who arrive without a prior booking. If you are unable to collect your child/children yourself, please let the North Bridge House Holiday Club staff know who will be collecting them, for security reasons. Please fill in the collection password on the booking form and make sure the person collecting knows this password. Your child should be collected at 3:30pm.

We do offer a Breakfast Club starting at 8am and a Late Collection service which will operate until 4.30pm at an additional fee – please discuss with Admin Team upon booking. If your plans change during the day, please contact North Bridge House Nursery on 020 7267 6266 (option 1) to advise us of your alternative arrangements for collection. If for some reason you need to collect your child/children at any other time, please contact North Bridge House Holiday Club on the number shown above to let staff know when you will arrive - the school is a secure site during the scheme, so all external doors will be locked except at the normal drop-off and collection times shown above.

Late Collection Charge

Collection at the end of a session is at 3:30pm. If you collect your child after 3.45pm, a late collection charge of £20.00 will be made.

Exclusion

We reserve the right to exclude or refuse any child prior to or during the holiday if in our opinion the presence of that child is incompatible with the well-being of others on the scheme. Bullying and poor behaviour will be dealt with appropriately as soon as it is reported. Any additional cost incurred by North Bridge House Holiday Club as a result of any exclusion or refusal, including damage or transport home, will be borne by parents or guardians, and no refund will be made.

Complaints Procedure

North Bridge House Holiday Club will do everything in its power to provide the best possible standard of care and service at all times. If however you are not satisfied with the service that you or your child have received, please contact Mrs. McLelland, Head Teacher of North Bridge House Nursery & Pre-Preparatory School via Christine.mclelland@northbridgehouse.com

Last updated 25.01.19

North Bridge House reserves the right to amend these Terms and Conditions and you agree to abide by the most recent version on our website.