

The Dell Out of School Club



Rules and Conditions of Use

Please be aware that the Dell Out of School Club, incorporating Dellytots is a registered charity. We are a not for profit organisation which is managed by a committee of parents, carers and volunteers. Although operated on Morgan's School premises and in partnership with the School, it is independent of the school and has a different admission policy. A place at the school does not guarantee a place at The Dell.

Bookings

1. All children must be registered before they can attend. The Dells Co-Coordinator may contact you to discuss your registration and may need to seek advice before a place can be offered.
2. Holiday club places are booked and paid for in advance. **Please note a packed lunch is required.**
3. There is no refund for unused pre-booked sessions, whether booked daily or weekly.
4. We should be informed if your child is going to miss a booked session in advance, either in writing, in person or by phone (07958 5212201/2) so as to avoid a child being presumed missing. If your child is attending a sports or special interest club after school please ensure that The Dell is informed.
5. Confirmation that you have a holiday club place will be made via email or via the SAE that you send in with your booking form.
6. Casual bookings. If it is possible to accommodate requests for additional childcare requests on an ad-hoc basis The Dell is happy to oblige if we have sufficient staff and space. Please arrange directly with The Dell Coordinator if care is required that week. Or alternatively with Sara at our bookings department on telephone no 01920 885143 or email address sara.atkins@rapiergroup.com

DROPPING OFF CHILDREN TO BREAKFAST AND HOLIDAY CLUB

7. Children **MUST** be brought into the Queens dining room or to the Annexe by a parent or carer and not left in the corridor or to walk in by themselves from the car park. This also applies during the holiday club.

8. Breakfast hours start at 7.45am during both term and holiday club time. Please do not drop your children off any earlier.

COLLECTION OF CHILDREN

9. Children must be signed out by their parent or authorised collector.
10. Children will only be allowed to leave the premises with an authorised collector, as identified on their registration form. In cases of emergency please telephone 07958 521201/2 to let us know if someone else is unexpectedly collecting your child. All children must be collected by an adult. Any person unknown to staff will be challenged.

Revised 12th May 08