

1. Fees are to be paid monthly in advance. We accept payment by BACS, Childcare Vouchers and Government Tax Free.
2. Invoices will be issued via email 10 days before payment is due. Please notify us if a paper copy is required
3. In the event a payment is not received on time, a late fee of £20 will be added.
4. Failure to pay may result in your Child's place being withdrawn.
5. *Fees must be paid for all child places booked, whether they attend or not.* This includes occasional absence or sickness days. (Except for Adhoc bookings which are cancellable up to 48 hours in advance)
6. Adhoc bookings must be made 48 hours in advance.
7. Discounts do not apply to adhoc bookings.
8. *Four weeks notice in writing is required for the cancellation of a Child's place. (There is no notice period for adhoc bookings)*
9. Please tell a member of staff if someone other than the usual person (or those listed on the child's registration form), is to collect your child. A photograph of that person would be useful.
10. *You must telephone us by 1pm* on the day of your child's session, if they are going to be absent due to illness or any other reason. Please contact Sophie on 07900 525437.
11. The late collection of your child after their session time has ended will incur an extra charge of £ 5.00 per half hour.

We look forward to welcoming you and your child at ACE Out of School Clubs!
Please let us know if you or your child is experiencing any problems so we can act quickly, to ensure they are having a positive experience and the most fun they can have.