



Terms and Conditions

Ealing Play Service Holiday Play Scheme

Play Service

To register your child to an Ealing Play Service Holiday Play scheme, you must agree to the Terms & Conditions below. I understand the following:

- The application form must be completed by the person with “parental” responsibility or legal guardian of the child/children.
- The scheme runs from 8:30am until 5:45pm and children must be collected by this time. If my child is not collected on time extra staff and caretaker costs will be payable and I will have to pay a lateness fee of **£20 per part of each half hour late**.
- The fee for scheme is **£65.00 per week** for the first child and **£60.00 for any subsequent sibling** attending a full week.
- My application form will only be processed when Play Service has received full payment for the number of days my child/children will be attending.
- Children are registered for a minimum of **two days** in any given week **at £15.00 per day, per child**.
- If my application form is received after the closing date it will be returned back to me.
- Post-dated cheques are not accepted.
- There will be no credits or refunds issued for absences through sickness, school trips, special classes etc.
- Credits or funds will only be issued if the scheme is cancelled or closed.
- My child will only attend the scheme on the dates booked and paid for at the time of registration.
- All cancellations must be made two weeks before the start of the scheme to guarantee full refund. If I cancel after this time Play Service is not obligated to refund me.
- If I choose to terminate my child’s place during the scheme Play Service will not refund me.
- I cannot change the days of my child’s attendance to the scheme without having agreed it with Play Service and its Play Leaders.
- For safety I or the person bringing or collecting my child/children will always sign in and out.

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- I agree to my child/children participating in activities organised by staff.
- No payments are to be made directly to the site unless I have been instructed to do so by Play Service after the closing date for application forms in the case there are availabilities.
- Ealing Council has the right to exclude or refuse any person before or during the play scheme if in its judgment that person is not compatible with the general enjoyment and well being of the play scheme.

Please sign **both** copies and **return one** with your application form. Failure to return this will result in non-processing of your application forms.

Name of child/children	
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Name of Parent/Carer	
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Signed		Date	
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