



The Squirrel Club (TSC) – Terms and Conditions

Effective from September 2026

Tel: 01625 704 513

Email: thesquirrelclub@alderleyedge.ht.school

Website: <https://www.aecps.org/page/the-squirrel-club/113973>

1. DEFINITIONS

In these Terms and Conditions:

- "You" refers to the parent or carer of the child(ren) attending The Squirrel Club.
- "We/Us/Our" refers to The Squirrel Club (TSC).
- "Manager/Headteacher" means the TSC Manager or the Headteacher of Alderley Edge Community Primary School (or, in their absence, the Deputy Headteacher or School Business Manager).
- "The School" refers to Alderley Edge Community Primary School.
- "Pre-Booked session " means a regular session booked with at least 2 full weeks' notice
- " Regular session " means a session pre-booked with a set pattern of sessions each week or over a fortnight period during term time
- "In Writing" includes communication via email to: thesquirrelclub@alderleyedge.ht.school

2. REGISTRATION

- A completed Registration Form is required for every child prior to attending TSC.
- Registration Forms are available from the Manager or downloadable via the school website.
- You must inform us promptly of any changes to the registration details.
- A new Registration Form is must be completed and submitted to us each Autumn Term.
- Regular session bookings may be carried forward annually but must be reconfirmed in writing. -Parents/carers must ensure emergency contact details remain accurate and that emergency contacts are contactable during booked sessions.
- Data relating to your child(ren) is held confidentially and in accordance with all applicable data protection legislation and regulations.

3. CONTACTING THE SQUIRREL CLUB

- TSC can be contacted during the following hours on 01625 704 513:

Term time: 7:30–8:45 AM and 2:00–6:00 PM



Holiday club: 7:45 AM – 6:00 PM

- Bookings: via email at thesquirrelclub@alderleyedge.ht.school
- Emergencies: contact the school office on 01625 704 510

Important: Bookings are not confirmed unless you receive explicit verbal or written confirmation. If no response is received within 24 hours, follow up via phone.

4. TERM TIME BOOKINGS

4.1 Pre-Booked Sessions (More than 2 weeks' notice)

- Require at least two weeks' written notice for cancellation to avoid charges.
- Cancelled blocks of sessions exceeding one week will result in release of the space for the next half term and priority for that space being given to other children.
- Pre-booked sessions cannot be swapped. This applies regardless of school events or activities.
- Please always notify us in advance or as soon as possible of any absence.

4.2 Ad Hoc Sessions (Less than 2 weeks' notice)

- Subject to availability and charged at the ad hoc rate.
- Booking is not secure without confirmation.
- No refunds are provided for cancellations.

4.3 Unbooked Attendance or Late Collection

- Unplanned attendance or late pickups will incur additional charges as per the TSC price list.
- These charges will be invoiced within 3 working days.

5. HOLIDAY CLUB BOOKINGS

5.1 Pre-Booked Sessions (More than 2 weeks' notice)

- All Holiday Club bookings are non-refundable and non-transferable unless TSC is unable to deliver the session.

5.2 Ad Hoc Sessions (Less than 2 weeks' notice)

- Charged at the ad hoc rate and are subject to availability.
- No refunds are provided for cancelled sessions.



6. FEES AND PAYMENTS

6.1 Fee Structure

- Fees are reviewed annually by the Governing Body and may be subject to change.
- A copy of the current prices for each session is available on the school website - <https://www.aecps.org/page/the-squirrel-club/113973>

6.2 Invoicing

Invoices are issued:

- Term time: at the end of each half-term
- Holiday club: on the first day of term following the holiday
- Payment is due within 28 days of the invoice date.
- Non-AECPS children must pay in advance for holiday sessions to secure bookings.
- Monthly invoices available on request.

6.3 Late Payments

Failure to pay on time may result in:

- a £25.00 late fee for each reminder issued
- an Additional 10% surcharge after second reminder
- Suspension from TSC and release of regular sessions if payment is over 42 days late
- Please contact us confidentially if experiencing difficulty in making payments.

6.4 Childcare Vouchers

- Accepted—please notify us of the provider and payment details.

6.5 Sibling Discount

- Applies only where two or more siblings attend at the same session. Not applicable across all bookings. Please contact us for further details

6.6 Booked sessions remain chargeable whether or not a child attends, except where specifically stated within these terms and conditions

7. CHILDREN WITH ADDITIONAL NEEDS

7.1 TSC is committed to providing an inclusive environment for all children. Where a child has an Education Health and Care Plan (EHCP) which specifies additional support that cannot reasonably be met within standard staffing ratios, additional suitably qualified staff may be required.

-7.2 Where additional staffing is necessary to meet the provision outlined within a child's EHCP, an additional charge may apply to cover the cost of providing that support.



7.3 Parents/carers must inform TSC of any EHCP or additional needs at the time of registration and provide updated information where circumstances change.

7.4 Information regarding additional support charges is available from the school office. Please email admin@alderleyedge.ht.school or call 01625 704510.

7.5 Whilst TSC is committed to supporting children with EHCP and will try to make every reasonable effort to meet their needs, there may be exceptional circumstances where a child's medical, physical or behavioural needs are so significant that we are unable to provide a safe and suitable level of care within our staffing structure and facilities. In such circumstances, TSC will work closely with parents/carers, the school and relevant professionals to explore available options. However, TSC reserves the right to decline or withdraw a place where it is not possible to meet a child's needs safely and appropriately.

8. ABSENCES, ILLNESS AND CLOSURES

8.1 You should notify TSC promptly if your child will not attend a booked session. If a child is absent in the morning, please confirm whether collection is required in the afternoon.

8.2 Refunds are not issued for a child's illness unless absence exceeds 5 consecutive school days.

8.3 TSC reserves the right to close due to emergencies, adverse weather, staff shortages, public health concerns or other circumstances beyond the reasonable control of TSC where it is deemed necessary to do so. This may occur without prior notice.

8.4 No refunds, compensation or alternative childcare provision will be offered where closure results from circumstances beyond the reasonable control of TSC.

9. DROP-OFF AND COLLECTION

- Please park considerately and do not block staff or disabled bays.
- Children must be signed in and out of the club by a responsible person.
- Persons under 16 cannot collect a child who has been attending TSC.



- Children will not be released to anyone other than those named by the parent/carer in advance.

- TSC opens at 7:45 AM—early arrivals will not be admitted.

- TSC closes at 6:00 PM—late collections incur fees and may result in withdrawal of a child's place. Late collection charges are published in the current TSC pricing schedule available on the school website.

It is the parents/carers' responsibility to notify TSC if your child will no longer attend or is attending a different activity before TSC.

10. MEDICATION

Any medication required during a TSC session must be provided in its original packaging and accompanied by the appropriate parental consent documentation.

TSC reserves the right to refuse to administer medication where the required documentation has not been completed or where medication is not supplied in accordance with school procedures.

Parents/carers must notify TSC of any medical conditions, allergies or changes to medical needs as soon as possible.

11. BEHAVIOUR EXPECTATIONS

TSC follows Alderley Edge CP School's Behaviour Policy. Children must:

1. Be Kind
2. Be Safe
3. Be Responsible

- Inappropriate behaviour will be discussed with parents/carers.

- We make reasonable adjustments for children with disabilities in line with the Equality Act 2010.

- Persistent behavioural issues may result in exclusion from TSC.



TSC reserves the right to withdraw a place for children who present a harm themselves or others.

12. SAFEGUARDING

Safeguarding is a priority at TSC.

TSC adheres to the Alderley Edge Community Primary School's safeguarding policy. See the school website for details – www.aecps.org

13 DATA PROTECTION AND PHOTOGRAPHY

TSC follows Alderley Edge Community Primary School's policies relating to data protection, information sharing, photography and the use of images.

Personal information will be processed in accordance with applicable data protection legislation and the school's published policies.