



[Terms and Conditions for KidsClub, Park Road Sale Primary School](#)

Parents/carers must agree to the terms and conditions to book with KidsClub. Consent will be required when making a booking.

Registration & Payment

KidsClub places are solely for those children who attend Park Road Sale Primary School and are available for all our children from Nursery to Year 6. All sessions have a maximum number of places based on staffing ratios and space.

Please note all charges are reviewed on an annual basis by the Board of Trustees who take into consideration economic factors such as rising costs and inflation.

Registration and payment for all of our breakfast clubs and after school sessions and holiday clubs must be done via our online booking system, My Child At School (MCAS). Payments are made with a debit/credit card or via childcare vouchers.



Please note that we are unable to admit children to the club if bookings have not been made or confirmed.

Payment by Childcare Vouchers

We accept payment via Childcare Vouchers from a number of providers (for example, Government Tax Free Childcare Scheme, Edenred, Kiddivouchers, Computershare)

Please note that if paying with childcare vouchers, there is a 2 step process for parents/carers to follow.

Step 1 - please make a transfer of childcare vouchers from your provider to the school's bank account and email the school office (admin@parkroadsale.trafford.sch.uk) It is really important to include all these details in your email so the allocation is made correctly – child's name, reference number, voucher provider, amount of transfer and date sent.

(We require this information from you as we do not receive remittances from the childcare voucher providers) **Please allow 7 working days for this process.**

The school office team will check payments made to the bank account and then confirm that the credit has been received by replying to your email.

Step 2 – once you have received the confirmation email from the school office, your MCAS account will now be in credit, and you will be able to book your required sessions.

If you need to make a booking outside of these timescales (7 working days) then please add funds to your account which are not childcare vouchers, via debit/credit bank card.

- Please note that we are unable to offer refunds for card payments or swap the method of payment once the booking has been made.
- Furthermore, once the deadline has passed for holiday club bookings, we will be unable to swap or transfer days booked or change the type of day booked, i.e. standard/extended. This is because our planning window is very small and

Cancellation and Refund Policy

If childcare plans change, unfortunately refunds will not be given should you cancel any session giving less than 72 hours' notice (72 hours = 3 full school days) The reason for this is that, by this time, we have committed sufficient levels of staff and resources for the numbers booked.

Parents/carers may choose to change a booking, again provided that 72 hours' notice is given. If extra sessions are required, we have a limited number of places per session, and any new bookings are based on availability of places.

However, if a child is absent from school due to illness, we will charge for the first session only and subsequent sessions will be cancelled and not charged.

If bookings meet the criteria for a refund, please note that an administration fee to cover the transaction charge incurred by school in processing the refund together with an associated administration fee.

Late bookings

If the unexpected happens and unplanned childcare is required, if there is capacity, KidsClub reserve the right to charge for any bookings made after the deadline set due to the extra administration incurred. This will be added to your account as an additional charge of £5 per booking per child.

Parents/carers should ensure that there are sufficient funds in their account to cover for any emergency childcare. Parents/carers may be asked to add funds to their account which are not childcare vouchers, via debit/credit bank card.

Late Collection Fee

KidsClub reserves the right to charge a fee for late collection of £10.00 per child. The parent/carer will receive an email informing of the charge which will be added to their MCAS account.

Late Collection Fees Apply:	
After School Club	After 5.55pm
Holiday Club Standard Day	After 4.00pm
Holiday Club Extended Day	After 5.30pm

Repeat late collection may result in a child's place being cancelled without a refund for the remaining sessions booked and parents/carers being asked to seek alternative childcare arrangements.

If unavoidably delayed, we would ask that parents/carers keep the KidsClub team informed using the mobile phone number provided and make alternative arrangements for collection.

Collection

KidsClub will not allow your child to leave with anyone who is not known to staff. Should you wish for someone else to collect your child, please contact KidsClub on the mobile number or if you are aware of the change in pick up arrangements before 3.30pm on the day, email the office staff (we will always acknowledge receipt of this email so you will know if it has been actioned) We also have a password system in place which safeguards even further our procedures for collection.

It is the responsibility of the parent/carer to inform KidsClub staff of any changes to collection out of the normal arrangements.

Information about your child

We ask parents/carers to keep up to date their child's personal information on MCAS as the KidsClub team have access to this system. This includes:

- Emergency contact numbers and emails
- Medical conditions
- Physical or behavioural matters or additional needs
- Dietary requirements and allergies/intolerances
- Social media, marketing photography and video permissions

Food & Drink

A light snack and drinks are provided at our breakfast and after school clubs.

Any child attending our holiday camps will need to bring a packed lunch and snacks. Water is available all day.

Please note that due to some children having severe allergies, we are **NUT FREE school**. This includes foods with nuts in i.e. nutty cereal bars, Nutella, hummus, peanut butter.

For the younger children attending, all children must be able to feed themselves.

Medication

If your child requires medication of any sort whilst at KidsClub, please discuss with the team when dropping off at KidsClub – please do not leave medication in your child's bag. Parents/carers will be required to complete a form with instructions for administering the medication.

(Please note that KidsClub staff are unable to apply sun cream.)

School Closure in an Emergency

Parents/Carers will be emailed via BROMCOM and sent a notification via the MCAS App should there be a reason to cancel KidsClub e.g. heavy snow, and parents/carers are also encouraged to check the school's website for announcements.

Illness, Accidents and First Aid

If a child becomes unwell whilst at KidsClub we may need to contact the parent/carer and ask them to make arrangements for the child to be collected.

Every precaution is taken to ensure the safety of our children at all times.

Staff are first aid trained and have access to first aid resources. If your child receives first aid treatment, you will be notified. In the event of an accident requiring urgent medical attention, the parent/carer will be contacted immediately.

School Premises

We must respectfully ask that parents/carers do not use the school car parks when dropping off/collecting their children from KidsClub. This is for safeguarding reasons and to make the area a safer environment for our children, parents and staff.

Also, we respectfully ask, please do not bring dogs onto the school premises when collecting or dropping off children.

Expectations of Parents/Carers

To ensure the smooth running of Holiday Clubs, it is expected that all children will have been dropped off by 9.30 at the latest. This is the time when registers are taken and more importantly, this helps all the children settle into the routine of the day together. We appreciate that sometimes, it may not be possible to make the 9.30am time so if you are going to be late, for example because

of an appointment, please call the Holiday Club staff and let them know. This is because there may be times during the morning when all staff and children are outside in the playground or field.

It is also expected that children will be properly dressed on arrival at school and ready for the day. Due to staff to pupil ratios, we are unable to provide one to one personal care for children so we ask that parents/carers are confident that Holiday Club is the right type of childcare for your child, especially for the younger Nursery age group.

Policies

KidsClub policies and procedures mirror those of the schools. These are available on the school website.

Complaints

We endeavour to provide a high quality service to children and will seek feedback from parents/carers from time to time. If you have any concerns please speak to the KidsClub Manager, Mrs Ryder. If this is not resolved please contact the Business Manager, Mrs Murphy via the school office. If you are unable to resolve this issue please follow the school's formal complaints procedure (please see the school website).

Useful Information

KidsClub mobile	07938 051126
School Website	www.parkroadsale.trafford.sch.uk
School Office Number	0161 973 1392
School Office Email	admin@parkroadsale.trafford.sch.uk
School Office Hours	8.15am to 4.15pm Term Time Only
Ofsted number for Childcare Vouchers	358/2018

List of Current Charges as at 1st September 2025 to 31st August 2026 (to be reviewed by Trustees annually in July)

Breakfast Club	£7.00
After School Club	£13.00
Holiday Club – Standard Day	£24.00
Holiday Club – Extended Day	£30.00
Late Pick Up Fee	£10.00
Late Booking Fee	£5.00

