

Olbe



olbe Kids Breakfast and After School Club

Green Lane
Mossley Hill
Liverpool
L18 2EP

Telephone: 0151 722 2982 / mobile TO BE CONFIRMED

Email: olbe@ourladysbishopeton.com

Website: www.ourladysbishopeton.com

Registration 2019 – 2020

As a school we require that you register your child/children each academic year. This ensures that the information we hold is accurate and up to date. New General Data Protection Regulations (GDPR) came into effect on the 25th May 2018 and this governs how we use and store any data you may provide to us. Please refer to the Privacy Notice on the school website for further details.

Session fees and other charges

Session	Cost per child
One breakfast club session	£5.00
One afterschool session (includes snack)	£10.00
One afterschool session (no snack)	£5.00 (child collected before 4pm)
Ad hoc session booked on the day	£15.00

Booking Information

Places are reserved for the full term.

Days that are booked must be paid for regardless of attendance (unless cancelled 48 hours prior).

Fees

Fees are payable in advance. If fees are not received we will suspend childcare until such times as payment is made.

Changing Booked Days

We understand that your circumstances change due to family commitments, work etc. Changes to booked days can only be made at the beginning of each term. Notice of changes must be made to the Manager prior to the end of term using a "Booking Amendment/Notice of Cancellation Form". We are unable to accept any changes, reductions or increases to booked days part way through the term.

Emergency Places

Emergency places can only be accepted in exceptional circumstance. Such circumstances are considered to be a situation that may arise that is beyond your control.

Shift Work/Patterns

We are happy to accommodate shift patterns only if we receive notice of dates required prior to the end of each term. Any changes to booked days can only be made at the beginning of each term and you must provide the Manager with your shift pattern prior to the end of the previous term. We are unable to accept any changes, reductions or increases to booked days on your shift pattern.

Collection

We are unable to release children to anyone under the age of 16 without a written letter of permission.