



The Squirrel Club (TSC) – Terms and Conditions

Effective from September 2025

Tel: 01625 704 513

Email: thesquirrelclub@aecps.org

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 – a regular session booked with at least 2 full weeks' notice
- Regular session – sessions pre-booked with a set pattern each week or over a fortnight period during term time
- "In Writing" includes communication via email to: thesquirrelclub@aecps.org

2. REGISTRATION

- A completed Registration Form is required for every child prior to attending TSC.
- 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 required each Autumn Term.
- Regular session bookings may carry forward annually but must be reconfirmed in writing.
- Data relating to your child(ren) is held confidentially in accordance with data protection regulations.

3. CONTACTING THE SQUIRREL CLUB

- TSC can be contacted during operating 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 bookingTSC@aecps.org
- 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 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 days cannot be swapped. This applies regardless of school events or activities. Please always notify us 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.

4.4 Regular Bookings

Regular sessions are defined as sessions pre-booked with a set pattern each week or over a fortnight period during term time.

5. HOLIDAY CLUB BOOKINGS

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

Pre-booked sessions are non-refundable and non-transferable.

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

Charged at the ad hoc rate and subject to availability.

No refunds are provided.

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 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 invoice date.
- Non-AECPS children must prepay for holiday sessions to secure bookings.
- Monthly invoices available on request.

6.3 Late Payments

Failure to pay may result in:

- £25.00 late fee for each reminder issued
- 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 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.

7. CHILDREN WITH ADDITIONAL NEEDS

We support inclusion through employing additional suitably qualified staff to support children with full (Band 8 or equivalent) Education Health Care Plans (EHCP).

A separate charging structure will apply for children who have a Band 8 or equivalent EHCP and who require one to one support as stipulated in as part of their EHCP provision.

Parents are responsible for informing TSC of any EHCPs at the time of registration.

The cost per session for children with Band 8 or equivalent EHCPs is available from the school office. Please email admin@aecps.org or 'phone 01625 70510

8. ABSENCES

Notify TSC promptly if your child will not attend.

If a child is absent in the morning, please confirm whether collection is required in the afternoon.

8.1 Illness

Refunds are not issued for illness unless absence exceeds 5 consecutive school days.



8.2 Emergency Closures

TSC reserves the right to close due to emergencies, adverse weather or other reasons beyond the reasonable control of TSC if TSC deems it necessary to do so. In some circumstances this may be without prior notice.

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; those under 16 cannot collect children who have 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.

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. 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.

11. 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