

Booking Forms and Payment Policy

As Set by the care Inspectorate we are registered to take 62 children at any one time. The number of places is set according to accommodation available, the age of the children and the required staffing ratios.

To ensure quality and fairness of all bookings the following procedure will be adhered to:

Children wishing to attend the club must have a **completed booking form handed in before the start of each month with payment**. If not, this may result in your child not getting a place

Allocation of spaces is served on a first come first served basis.

If a child has been booked in for the club and is unable to attend or will not be attending, contact with the centre in advance needs to be made to let us know by texting the OOSC cancellation number on 07340 641537.

You will **not** be able to book children in **over the phone**, unless you have a current booking form or under the discretion of management.

If a child who is booked into the club does not attend for whatever the reason, then the fees still have to be paid. However, if **notice is given 48hours before**, as stated in the cancellation policy the booking can be transferred to another date within a three-month period. Please provide the date you wish to transfer too.

Payment

Payment is to be made in advance for the month coming and before the first session of that month is attended, there should be no outstanding debts on accounts or future booking's will be removed.

The following are accepted as methods of payment:

- Credit/Debit Cards
- Childcare vouchers (**Proof of childcare provider must be shown initially and be paid within 7 days of booking, or your place will be lost**)
- Cheque (*made payable to 'Garioch Sports Centre'*)
- Cash