

TERMS & CONDITIONS

PLEASE READ THE POINTS BELOW CAREFULLY, THEN SIGN AND TEAR OFF THE SLIP AND RETURN IT TO THE OFFICE.

1. Children attend lessons each week during term-time unless a specific arrangement is made in advance. Term dates coincide exactly with those of Cambridgeshire schools.
2. We need four weeks notice, or the remaining number of sessions of a block, whichever is greater, before cancellation of a child's place.
3. Due to pressure on spaces, children stopping before the end of term cannot be guaranteed their place on their return after the holidays.
4. Lessons missed for illness or any other reason are considered lost unless made up within the current period of payment.
5. Missed sessions are not added to the end of a block but made up within it.
6. Sessions missed without notice cannot be made up.
7. Sessions cancelled after midday on the day of the session can be made up in the same week if there is space available.
8. All make up sessions are based on availability and are not guaranteed.
9. Sessions missed due to actions by the Centre, will be refunded or rescheduled at no cost to the parent.
10. The centre is open over half-terms and some holidays. All sessions attended at this time are optional.
11. Payment is due by the first session on each block.
12. Payments must be made for four sessions or more. Any sessions remaining on a block at the end of a term will carry over into the new term.
13. Payment is made by cash, cheque (to Kip McGrath Education Centres) or by direct bank payment.
14. A 10% late fee will be applied to any fees paid later than the first session of the block.
15. If payment is not made by the second lesson of a block, we will not be able to teach your child.
16. Squash and biscuits are provided to the children during the sessions. Please inform us if your child has any particular needs or allergies.

NAME OF CHILD:

NAME OF PARENT:

ADDRESS:

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PHONE:

EMERGENCY NUMBER:

EMAIL:

I ACCEPT THE TERMS AND CONDITIONS AS PROVIDED BY THE KIP MCGRATH EDUCATION CENTRE, CAMBRIDGE NORTH:

SIGNATURE: DATE:

