



## Welcome to CandyStripe Playschemes and training days!

We cater for all types of children young and older, all different shapes and sizes needs and special needs. We pride ourselves on simple things, equality and making happy children. Our playschemes and training days are run by excellent staff whom are dedicated to the needs and fun of the children. We are blessed that our leaders from our term time clubs run the playschemes and training days and therefore they are run to a high standard.

The key to our success is that safety and fun are at the top of the agenda. Most of our playschemes are based at CandyStripe Cottage in Chapel Allerton but we also offer a playscheme for the older children at Lidgett Park Church in Roundhay.

Please find the list of the playscheme dates and other important information listed in our registration form. Our website also covers everything you need to know about our playschemes. You will be asked to complete the registration form on arrival to use our services. The fee for doing so is £15 per family to register per year.

When making a booking for holiday playscheme you need to state full or half days required. For every 10 days booked within the year you can have 1 day half price. This is only redeemable if full days are booked. Prices are subject to change and are correct at the time of print. From Summer 2017 the price will increase to £25 per day with a £1 sibling discount per 2nd and subsequent children. The bookings can be taken on the phone or via email. If you want confirmation in writing, I suggest the latter. Once booked you merely turn up anytime between 7.30am and 6.00pm and start having fun. You can also book 5 hour slots for £20.

Don't forget to bring a packed lunch for each child if in over lunch time. We do provide extra snacks and drinks which are readily available throughout the day so children must ask if they are hungry or thirsty and more will be provided.

Please answer all the questions on the registration form so we have a clear idea of your child's needs in particular if they have an allergy.

The dates we are open are listed on the registration form and the types of payment listed below. If you are paying by voucher or into our bank account, please bring a print out of your payment on the first day you start with us.

Standing Order. Please set up payments to come prior to start date 81410628 Sort code 40-27-14	Voucher Please detail which voucher co and state clearly playscheme payment	Credit/Debit Card (£3.50 admin charge per receipt)	Cash Please ensure you get a receipt	Cheque (£3.50 admin charge per receipt)
PLEASE NOTE: Fees are due in advance of use of the playscheme. A £15 registration fee is due with your registration form. You will not have a place until the registration form is fully completed and signed by the person responsible for the bill and you received confirmation over the phone or via email. We can ask people to stop using our services if we this form is not completed in full and fees are not paid in full when requested. We also do not accept bad behaviour and care can also be stopped if this is believed necessary. For full details on our policies please ask for our policies file on site.				



Other important information includes:

By signing the registration form you agree you have read and understood the terms and conditions of service. A full set of Terms & Conditions are at the clubs and on line at [www.candystripeinc.co.uk](http://www.candystripeinc.co.uk). You will therefore agree to:

- Pay in full at the beginning of each week for the fees for that week.
- If you come in without booking you may be charged more money so prior booking is important. The price will be £5 more than booked places.
- Email your booking so it can be confirmed and written onto your registration form and register [info@candystripeinc.co.uk](mailto:info@candystripeinc.co.uk)
- Give 48 hours' notice in writing of my child's leaving date or payment in lieu (notice is dependent on reason and is the decision of the manager in charge if to charge)
- Pay full payment in case of illness/absence
- Pay full payment in case of bad weather conditions ( e.g. heavy snow etc)
- Once any childcare is booked, it is liable for payment and must be paid according to company policies and procedures details listed above and over the page.
- An admin charge of £3.50 will be charged for any changes or letters required (i.e. tax credits etc)
- We are an Ofsted registered provider and our registration number is EY299540.
- In the case of non-payment, your childcare will be forfeited after 1-week non-payment, unless alternative arrangements have been made with the Director. Candystripe.inc use a third party agency to collect long term debts older than 3 months and interest may be added to the total owed.

If you want to book a place or find out more of what is going on as the themes of the playscheme please do so by emailing your booking to me and I will answer any of your questions to [info@candystripeinc.co.uk](mailto:info@candystripeinc.co.uk)

Hope this helps and I look forward to hearing from you soon.

Kind regards

**Shellie**

Operations Manager

0113 268 9443 / 07748 960 755

