**Breakfast Club and Stay & Play**

## Policy Aims and Details

* This policy provides guidance for families on the booking, cancelation and cost of Breakfast Club and Stay & Play Sessions.
* **Breakfast Club:** This session provides care and breakfast to children prior to Elizabeth House’s core hours. This session is by pre booking only. Breakfast Club runs from 0730am - 0800am. Each session is £7.50.
* **Stay & Play:** This session provides care to children post Elizabeth House’s core hours. This session is by pre booking only. A Late Fee will be charged to all families who attend a Stay & Play session without pre booking (details of Late Fees can be found in the Elizabeth House T&Cs). Stay & Play runs from 1730pm - 1800pm. Each session is £5.
* **Charges:** Fees are chargeable to all families who have a confirmed session booked, regardless of attendance. The full rate will always be charged, regardless of the amount of each session attended.
* **Regular Sessions:** To book a regular, weekly session please annotate this on your submission form if not already submitted. To book a regular session post submission, please contact admissions@elizabethhousenursery.co.uk with the details of your desired booking. Regular sessions will be included in your monthly fee calculation and are a part of your childcare plan with Elizabeth House. Regular Sessions are guaranteed to families.
* **Extra sessions:** Should you wish to book a session that is extra to your agreed childcare plan please contact admissions@elizabethhousenursery.co.uk with the details of your booking. These sessions cannot be guaranteed and booking with a notice period of 2 weeks or more is preferred to allow Elizabeth House the time to tailor our staff Rota to your request. Where possible we will try to support all booking requests, at any notice.
* **Cancellation:** Regular sessions are subject to a 1-month cancelation period, as these are a part of your childcare plan. To cancel please write to admissions@elizabethhousenursery.co.uk with the details of your cancelation. Extra sessions are subject to a 2-week cancelation period in line with our staff Rota. Any Extra session bookings that have been agreed and subsequently cancelled within 2 weeks of the booking will be fully charged. A cancelation of an Extra session outside of 2 weeks will not be charged.

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| Signed: | Cressida Munnery |
| Date: | March 2024 |
| Policy review date: | March 2025 |