

# Breakfast and After School Club

## Parish CE Primary School



### Terms and Conditions

- 1) All children must complete a registration form before they can attend either Breakfast Club or After School Club, and all relevant forms must be completed by parent/guardian.
- 2) Children can be dropped off at Breakfast Club from 7.30am.
- 3) Children must be collected from After School Club by 6pm prompt, if not before.
- 4) **Parents must sign in** at the mansion entrance and then take their child to the club. Children are not permitted to sign themselves in for Breakfast club.
- 5) Staff need to be informed if someone other than the parent/guardian or named person will be collecting their child.
- 6) Bookings are to be made in advance via the SchoolComms App. There is an option for booking sibling discounts and vouchers schemes.
- 7) **Lateness – After 6pm a charge of £5.00 per fifteen minutes late will be applied to your account.**
- 8) **If a child has not been collected by 6.30pm and the school has tried everything possible to contact parents and emergency contacts, the after school club staff will be legally required to contact Social Care.**
- 9) Staff cannot be held responsible for any lost or stolen items.
- 10) Should there be any incidents at either the breakfast club or after school club involving a child, parents/carers will be informed of the situation.
- 11) The school's and club's policies will apply to both the breakfast and after school clubs.
- 12) All information exchanged by any person involved with Breakfast Club or After School Club must be kept strictly confidential, apart from reporting any safeguarding concerns.

### Payment Terms

- 13) All fees are in advance when the booking is made via SchoolComms.
- 14) If paying by vouchers please select the voucher booking option, a 1p administration fee will be charged per day. This will allow the online booking to be generated. The Voucher reference number must be added to the online booking.
- 15) New for 2019-20 - Childcare Vouchers can only be accepted for breakfast and afterschool club and not school trips and dinner money.
- 16) Persistent late collections or non-payment of fees will jeopardise your child's place.
- 17) No absence breaks will be permitted – Charges will still apply for sickness.
- 18) All booked places are non-refundable.
- 19) Failing to attend session incurs a full charge.
- 20) The price may increase at any time, notice will be given.
- 21) Give notice in writing of one week should the place be no longer required.