



All Saints CE Primary School & Nursery

Breakfast/After School Club

Terms & Conditions



Please see below the terms and conditions. You will agree to be bound by these throughout the time at the Breakfast/After School Clubs. These are subject to change, and we reserve the right to amend them at any time without notice. Please ensure that you have read all the points listed below:-

Opening Hours

Breakfast Club is open from 7:30am to 8:45am

Children wanting breakfast must arrive no later than 8:30am.

After School Club is open from 3:15pm to 5:00pm Monday to Friday.

Any child collected after 5:00pm Monday to Friday will incur a late collection charge.

We understand that there may be circumstances outside of your control, but please wherever possible contact us if you are making alternative arrangements to avoid the late collection.

Codes of Practice

- It is important that you advise the School Office of any absence from Breakfast Club or After School Club, the school reserves the right to charge for absence that has not been notified in advance.
- If your child is ill, please call the school office by 8am to notify us if your child is not attending.
- Any parent wishing to talk to a member of staff regarding their child should arrive no later than 4:45pm.

- Late collection from After School Club will incur a charge of £5 for every 15 minutes that they are collected late up to 6pm. After 6pm the school will impose further additional costs for late collection as the Site Manager and a member of staff will have to remain on site for which you will be charged to cover their additional staffing costs.
- Out of School Clubs must be informed of any person collecting your child who differs from those named on the registration form.
- A password must be held on file for each child, which can be asked from anyone not listed on the registration form who is collecting the child at short notice, when the office has not been advised of the change.
- If you do not inform us that someone not listed on your registration form is collecting your child, they will not be allowed to leave with this person until we have contacted you.
- We would ask for a notice period of half a term (6 weeks) when reducing or terminating your place in the club. Your notice period will remain chargeable.

Fees

- A charge of £4.00 is payable in advance for a **Breakfast Club** session. A discount is offered for siblings of £1 discount per child.
- **After School Club** will be charged at £10 per session. Places must be booked and paid for in advance.
- **Half Sessions After School** are available from 3:15pm to 4:30pm or 4:00/4:15pm to 5:00pm (to allow for After School Sports Activities) at a cost of £7.00 per session. Places must be booked and paid for in advance.
- **ALL FEES ARE PAYABLE IN ADVANCE**
- Late collection from After School Club will be charged at £5.00 for every 15 minutes late from 5:00pm
- After 6pm this will increase to £20 for every 15 minutes late. Late payment fees must be paid immediately.
- All absences from booked places will be charged at the normal rate.
- If the child leaves the school or the club you must pay any amount outstanding in full before their last day of attendance.

Arrears & Debt Recovery

- If a payment is not received in advance, we will issue a reminder. If you do not pay within 7 days we will add an administration fee of £25.00 to your account to cover the additional staff hours to administer your child's place in the club.
- If you are struggling to make your payments, please contact the School office in the first instance.
- Any parent who is unable to pay will have the opportunity to agree a repayment plan with the school. All payment plans must be completed by the end of each school year.
- If no payment is made and we are unable to contact you, further action will be taken, which will include the following:
 - Additional Administration Fees.
 - Transfer of your account to our debt collection agency at Warwickshire County Council.
 - Ask you to reduce the days your child attends.
 - Ask you to remove your child/children from the club. This will also incur a one month's 'notice period' charge.

Sickness

- Children suspected of suffering from infectious conditions will be excluded from the Out of School Clubs for 48 hours or until medical treatments have been sought and the child is well.
- The emergency contact details that we hold for you MUST be updated if your information has changed, to avoid any delays in contacting you.
- We may also ask you to remove your child from the Out of School Clubs if we will they are contagious to minimise the risk of spreading the illness to other children.
- Unwell children cannot be left in Out of School Clubs, although this may not be convenient, parents must leave work to collect them, or nominate someone to collect on their behalf.
- If your child is on medication you MUST complete a Medicines in school form before we can administer the medicine.
- We reserve the right to refuse a child at the Out of School Clubs if we feel that they are not well enough to attend school.

Personal Property

- We cannot accept responsibility for lost or broken items and the staff may not have time to look for these items.
- No toys should be brought into the Out of Hours Clubs.
- When the weather permits the children will be taken outside, and should have suitable clothing i.e. Coats/Sunhat that are clearly labelled with their name.
- The carpark is NOT available for parents to use. When you collect your child please park on the driveway outside the gates or on Knebley Crescent.

Policies

Policies can be found on our website at
www.allsaintsceprimaryschoolandnursery.co.uk

Whole school policies are available on request.

I agree to adhere to all the Out of School Club policies and procedures, and agree to work in partnership with the school. I agree with the points in this document.

Signed Date

Print Name

Child/Children's Name(s)

Year Group(s)

One copy of this form should be signed and returned to school, and the other copy should be retained for your records. Thank you