



## **Breakfast and After School Club Terms & Conditions**

### **Introduction**

We offer good quality childcare at our Breakfast and After School Clubs in a safe, clean and welcoming environment.

During Breakfast Club we provide pupils with the opportunity of receiving a healthy breakfast at school each day. We believe that by providing children with a healthy start to school we are helping to reduce health inequalities arising from poor diet. Likewise, at the After-School Club we provide healthy snacks before children are collected and go home for their evening meal.

The Breakfast Club operates from 8.00am until 8.40am, Monday to Friday during term time only, there is a charge per session per child.

The After School Club operates from 3.10 until 5.30pm, Monday to Friday during term time only, there is a cost per session, per child.

Club costs may be subject to change with a months' notice.

***All parents must complete a registration form for each child attending the clubs and sign an agreement to adhere to the terms and conditions as stipulated in this document.***

### **Admissions:**

- All places are subject to availability and obtained on a first-come-first served basis.
- The registration process must be completed prior to the child's commencement at the club.
- All parents will receive a paper copy of this policy and this policy is available to view via our school website.
- Whilst we prefer sessions to be pre-booked, they can be booked or attended on an ad-hoc basis 2 working days before actual booking date.
- All club staff are made aware of the details of a new child.
- Children's attendance is recorded in a register.
- Sessions can be paid in advance. Sessions can be booked for any number of days within the week via the ParentHub app.

### **Arrival and Departure**

- **Arrival:** Parents/Carers are required to bring their child *directly to club, where they will be signed in.*
- **Departure:** Parents/carers or any named persons provided on the registration form are required to collect the child/ren from the Ivatt Suite. Should you arrange for anyone else to collect your child, you **must telephone** the school to authorise the collection.

### **Late Collection**

We understand that occasionally the person collecting the child may be late. However, if persistence lateness occurs, Deeping St Nicholas reserves the right to charge an additional fee of £5.00 for every 15 minutes after the club has ended.

## **Permission: Photographs, media, food tasting etc**

This information has been taken from the school's pupil registration forms we already hold for your child/ren. Every academic year, school pupil registration update forms are sent to parents in order to review the information we hold. However, parents can change the status of permissions at any time by confirming any changes required in writing.

## **Behaviour**

Whilst attending the clubs children are expected to:

- Use socially acceptable behaviour.
- Respect one another, accepting differences of race, gender, ability, age and religion.
- Participate in the activities on offer.
- Ask for help if needed.

Positive behaviour is encouraged by:

- Staff acting as positive role models.
- Praising appropriate behaviour.

The club operates under the same behaviour policy as the school; a copy is available on the school's website.

## **First Aid**

- All accidents will be recorded in the school's accident book. Upon collection at the end of the school day, parents will receive a copy of the form. The form will give details of time, date and nature of accident. Type and how the injury occurred and what action was taken and by whom.
- Accidents are dealt with by a qualified first aider.
- Parents of any child becoming unwell during the club will be contact immediately.

## **Payment of Fees Sessions**

- Fees are payable in advance, payment to be made at the time of booking via Parentmail app when booking slot. Cash and cheque payment can be made (cheque payable to Lincolnshire County Council) as long as normal booking requirements are met. We also do accept child care vouchers if parent have a HMRC account set up.
- Receipts will be issued for cash and cheque payment in a timely fashion.
- The parent/carer signing the Club registration form is known as the "contacting parent" and is responsible for the payment of all fees.
- If a parent/carer is having trouble with payment of fees, they should contact the school office as soon as possible. Our staff will treat all matters confidentially and arrange for a discussion in private.
- Each booked session must be paid for, even if the child/ren does not attend, UNLESS the session is cancelled with at least 2 working days notice.
- Prior warning will be given to parents if they fail to comply with the payment of fees policy.
- Children may be excluded from either club, if parents/carers are late in making a payment.
- Parents/carers will be charged a penalty if they are late in collecting their child.
- Clubs can be cancelled due to staff illness, school closures or school events. A minimum of 24 hours will be given.

## **Illness**

Children should be kept away from the Club if they are sick or advised to do so by a doctor and/or school staff. Children must be clear of vomiting and diarrhoea for 48 hours before returning to school and club.

## **Withdrawal of Club Provision**

The school reserves the right to withdraw the Club provision, should there be insufficient demand, but will provide one half term's notice of its intentions.

## Agreement

I \_\_\_\_\_ parent/carer of \_\_\_\_\_

Have read and accept the above Terms & Conditions. I understand there are expectations and obligations relating to both the club and myself for which I agree to abide by the terms therein.

I accept that I am the “contracting parent” for the above child and agree to make payments to Deeping St Nicholas Primary in cash or by cheque (payable to Lincolnshire County Council) in advance. I understand that persistent late payment of fees will jeopardise my child’s continued place.

I confirm that the information given on all the forms is correct and agree to notify the club staff of any changes.

Parent signature \_\_\_\_\_ Print name \_\_\_\_\_ Date \_\_\_\_\_