



## **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, at a cost of £2.50 per session, per child (subject to change)

The After-School Club operates from 3.15 until 6.00pm, Monday to Friday during term time only, at a cost of £6.00 per session, per child (subject to change)

Club costs may be subject to change with a 4 weeks' notice.

***All parents must complete and 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.
- T & C agreement must be completed prior to the child's commencement at the club.
- All sessions to be pre-booked via parentmail. There is a cut of period of 4 days in advance of session.
- All club staff are made aware of the details of a new child.
- Children's attendance is recorded in a register.

### **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 are to collect the child/ren from the Ivatt Suite. Should you arrange for anyone else to collect your child, you **must telephone** the school by 3pm 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 is taken from the parental consent forms on the child's school pupil record. At the beginning of every academic year, school pupil 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 club's children are expected to:

- Follow the School's 4Rs and behaviour policy.
- 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 contacted immediately.

### Payment of Fees Sessions

- Fees are payable by card payment via Parentmail at the time of booking sessions. Cash or cheque payments (cheques to be made payable to Lincolnshire County Council) can be accepted at the school office. We also accept childcare vouchers payments via HMRC. Please contact the office to discuss school's process
- Payment's transaction will be listed in Parentmail payment history
- The parent/carer signing this agreement will be known as the "contracting 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.
- Each booked session must be paid for, even if the child/ren does not attend, **unless** the session is cancelled with at least 48 hours' notice.
- Parents will receive a warning if they fail to comply with the payment of fees.
- 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 wherever possible.

### 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 via Parentmail, in cash, cheque (payable to Lincolnshire County Council) or childcare vouchers **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 \_\_\_\_\_