

## **Before and After School Club Terms and Conditions**

### **Times of operation**

- Term time Breakfast Club operates from 07:45am through to school start
- Term time After School Club operates from school finish through to 6:00pm
- Term time after school club operate from school finish to 4:30pm on Fridays.
- Exceptions to the above will be shared with parents via text and email and may involve early finish or non-operational days

### **Requirements for sessions**

- Children must be fully toilet trained
- A suitable healthy snack is provided mid-morning and mid-afternoon for all childcare sessions
- Parents/carers are advised to apply long-lasting suncream where required prior to arrival
- Parents will send packed lunches for children for whole day sessions or where the care spans a lunchtime period
- Advanced notice is required where there is a change to the nominated person who will collect your child
- In exceptional circumstances ,only doctor prescribed medicines will administered for a period of no longer than two weeks
- Children are not allowed mobile phones in the setting. Where present, these will need to be kept safe in the office
- We reserve the right to withdraw the place at any time

### **Booking and Cancellation Criteria**

- In making a booking, parents agree to the latest terms and conditions on the website and noticeboard
- Bookings for term time kids club should always be made in advance
- Bookings for holiday club is made following the booking invitation forms available in the weeks leading up to the sessions
- Bookings are subject to agreement, are available for registered children only and accepted only where payment is receipted in advance
- Acceptance of bookings is dependent on available capacity and resource
- Where your child's care will need additional resourcing to meet their needs, this is chargeable and sessions must be pre-arranged and will be allocated as/when they become available
- Modifications to bookings should be notified and acknowledged as soon as possible
- In the event of being over-subscribed, the following priorities are applied:
  1. Parents requiring long term childcare every day that is essential to support working arrangements
  2. Parents requiring long term childcare for fixed patterns that are essential to support working arrangements
  3. Parents requiring regular booking patterns
  4. Ad-hoc or irregular booking patterns
- The club operates under the school's OFSTED registration 141915. This can be used where appropriate by parents to claim tax credits

## **Prices and additional charges**

- £5 for before school sessions
- £9.50 for after school sessions (After School club Friday session £5)
- Holiday club is outsourced and booked independently through Kickstart.
- Payments must always be made in advance
- Resourced sessions are subject to additional terms and conditions published on website and noticeboard
- In the event of non-emergency late collections, parents agree to pay a charge of £2.00 per minute per child
- Cancellations are free of charge providing that at least 24 hours' notice is provided and are otherwise charged at full rate
- Habitual cancellations that obstruct access for other children will be chargeable
- Sickness should be notified as soon as possible. This is subject to the same terms as cancellation
- There are no refunds. Where credit is due, this can be used to fund future bookings

## **Payment Methods**

- We encourage parents to pay online by card using their ParentPay account
- Payments can also be made by card either in person or by telephone
- Payments can be made (with prior arrangement) through childcare voucher providers
- We prefer card payments, but if the above is not possible, we can also take cash

## **Feedback and Complaints**

- We welcome your feedback. Please ask a member of staff for feedback forms
- The complaints procedure can be found on the school website

## **Revision**

- These terms and conditions are applicable from 07/07/2026 and pricing from 07/07/2026
- Pricing, charges and terms and conditions are subject to regular review
- Changes in terms and conditions will be notified by posting on the website and noticeboard