

ST NICHOLAS SCHOOL BREAKFAST AND AFTER SCHOOL CLUBS

TERMS AND CONDITIONS (amended September 2023)

By booking my child into the clubs, I agree to the terms and conditions.

I consent to any emergency medical treatment necessary during the running of the Club and authorise the staff to sign any form of consent required by medical staff, if a delay in getting my signature could endanger the child's Health or Safety.

I understand that I am not able to drop my child off before 7.40am for Breakfast Club and will hand them over to a member of the club staff.

I agree to pick my child up from After School Club by 5.30pm Monday – Thursday and 5pm on Fridays.

I agree to book and make payment in advance of my child attending any sessions.

I agree to abide by the late collection and late payment policies.

I understand that the school reserves the right to exclude any child from using the club whose behaviour is disruptive, or who is disrespectful to the club staff.

1. Places are limited and must be booked online.
2. If you are not able to book a place online then it could mean the club is full for that session so you will need to ring the office to check. Children should not turn up at the clubs without a place being booked and may be turned away if the club is full.
3. At the time of booking parents should select specific days/dates which you would like your child to attend. Should you no longer need a specific day we would need 24hrs notice otherwise you may still be charged.
4. Payment must be made in advance of your child attending any sessions.
5. Fees should be paid by Arbor or we will accept some childcare vouchers by arrangement. You may also be able to pay by the Tax Free childcare scheme. Visit <https://www.gov.uk/tax-free-childcare> for more information. We do not accept cash payments.

If you choose to pay with childcare vouchers, you must allow enough time for the school to be registered with the childcare voucher provider. We cannot authorise any payments with child care vouchers until the school is registered with the provider and payment is collected from the provider. Please note: Registering with child care providers can take up to two weeks depending on the provider.

6. If a child does not attend a pre-booked session for any reason the full amount may still be charged, as this place could otherwise be offered to another child. If your child is sent home from school due to illness you will not be charged and a credit will be put on your account.
 - a. You will not be charged if your child is attending a St Nicholas School residential trip.
 - b. If children are taking part in other school clubs and then need to join St Nicholas Breakfast or After school club before or afterwards then full payment is still required as this takes up a place which could be used by another child.
7. The school reserves the right to waive or reduce the fees in exceptional circumstances
8. The Clubs will not run on days that the school is closed to pupils and parents will not be charged.
9. If parents need to use the club in an emergency and we have spaces available, then the charge will need to be paid by the morning of the next school day.
10. **Breakfast Club opens at 7.40am (Reception, KS1 and KS2).** Parents should bring their child in to register them and hand their child over to the Breakfast Club staff.

- 11 If for any reason the Breakfast Club staff have not arrived at school due to unexpected sickness or other reasons, parents will not be able to leave their child until an appropriate member of school staff have arrived to take over the running of the club. We apologise for any inconvenience this may cause but children cannot be left without adequate supervision. We will endeavour to arrange cover as soon as possible.
- 12 After School Club starts at 3.15pm for Reception/KS1 and 3.20pm for KS2. Children will be collected from their classes. A drink and snack will be served between 3.30pm and 4.30pm. **Please let us know in writing if your child has any food allergies or dietary needs that we need to be aware of.**
- 13 Afterschool club finishes at 5.30pm (5pm on Fridays).**
- 14 Parents can collect children any time before 5.30pm. Please collect your child from the KS2 entrance, via the playground, unless the gate is locked.
- 15 We will only allow your child to go home with an adult who you have given your consent to collect from school via Arbor. If you need another adult to collect your child who is not on the consent list then you must contact the office before 4.30pm as we cannot guarantee the office is manned after this time.
- 16 It is parents/carers responsibility to ensure those authorised to collect children understand the importance of collecting the child on time.
Please Note: Children will only be dismissed to the responsible adults who we have consent for. Any confusion which leads to the child remaining in the schools supervision may result in the late fee being charged.
- 17 Parents/Carers must contact the school on 01438 352706 if they are aware that they will be late to collect their child. Please leave a message on the answerphone if there is no answer as messages will be checked.**
- 18 Parents/carers agree to abide by the late collection policy.**
 - On the first occasion that a child is collected late; parents/carers will be reminded of the late collection policy and will not be charged up to the first 15 minutes but may be charged £5 for every 15 minute period thereafter.
 - On subsequent occasions a charge of £5 will be made if your child is collected up to 15 minutes late. This fee increases by a further £5 for each subsequent 15 minutes.
 - If a child is collected late on more than 5 occasions then their attendance of the club may cease and parents will need to make alternative arrangements for after school care.
- 19 The Club's policies and procedures reflect the school policies and procedures and parents can read these policies on the school's website.
- 20 The Clubs' Staff aim to provide a safe, stimulating and happy environment for all children.
- 21 We will endeavour to provide a high quality service to children and will seek feedback from parents/carers from time to time. If you have any concerns please speak to the club's Staff. If this is not resolved please contact Mrs Collins, Headteacher. If you are unable to resolve this issue please follow the schools formal complaint procedure.
- 22 Safeguarding**
The safety and wellbeing of children is our primary concern.
- 23 Medication**
If your child needs medication whilst they are in our care, please communicate this to the school office as we are unable to administer medication unless a medical consent form has been completed.

24 Photographs

Consent for using your child's image in newsletters, school website and other media is collected annually by the school office and this consent covers both Breakfast and After School Club.

25 Complaints/Compliments and Concerns

Please talk to us, our door is always open. If you are unhappy with our handling of any complaints we have policies that will guide you through the appropriate channels. We are also happy to receive positive feedback, comments and suggestions on how we are doing or can improve our service for you and your children.