



Higham St John's Primary School

EXTENDED SERVICES

THE BREAKFAST & AFTER SCHOOL CLUB

TERMS AND CONDITIONS

The below Terms and Conditions relate to The Breakfast & After School Club.

A Booking form must be completed in full before your child can be allocated a place. This includes accepting these terms and conditions.

1. The Breakfast Club starts at 7:30am - 8:45am. Parents/Carers must use the main entrance and sign the attendee in to The Breakfast Club each morning. Breakfast will be served between 8:00am - 8:30am. No breakfast will be served after this time. At 8:45 the children will be taken to the play-ground ready for school to start at 8:55am.
2. Charges for Breakfast Club - 7:30am - 8:45am is £4.00 per session
3. The After School Club starts at 3:30pm when school finishes. The children will make their way to the Infant Resources Area for registration. Food will be served between 3:30pm - 4:00pm. Parents can collect children any time before 6:00pm but please try to avoid collecting your child when food is being served.
4. Parent/Carers agree to make appropriate arrangements for their child to be collected at the stated finish time.
5. Charges for After School Club - 3:30pm - 6:00pm is £7.00 per session
6. The After School Club entrance is the Reception/Infant Entrance to school. An authorised adult must sign the pupil out of the After School Club on each afternoon they attend. We will only release children into the care of individuals that the children know and are named by the parents on the Pupil Information Form.
7. Parents/carers who collect their child after 6pm will incur a late collection charge of £5.00 for every 15 minutes late in line with the school's Extended Services Late Collection/Payment Policy. If no communication has been received after 30 minutes then we have the right to ring Social Service/Police.
8. The Breakfast Club & After School Club will not run on days when the school is closed to pupils. Parents/Carers will not be charged for days that the club is closed.
9. Please Note: At time of booking you selected specific days/dates on which you would like your child to attend. If your child is unable to attend for any reason, or you are collecting your child from school on a day that he/she is booked to attend the club, please notify the school office. You will not be entitled to a refund.

10. Parents will be charged for their sessions through ParentPay. Please ensure you are, and remain, in credit. Outstanding payments will incur late fee charges as outlined in our Extended Services Late Collection/Payment Policy. We reserve the right to refuse any child into The Before & After School Club if payment is not made to clear the outstanding balance including late fee charges. A late fee charge of £5.00 will be applied all accounts that have an outstanding balance.
11. Child Care Vouchers are accepted. If you choose to pay with child care vouchers you must allow enough time for the school to be registered with the child care 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. Registering with childcare providers can take up to two weeks depending on the provider.
12. You must give one month term time notice (four weeks while the school is open) to cancel this agreement. Any session within this one month notice period will need to be paid in full.
13. You must give one weeks notice to make changes to your booked sessions.
14. The extended school services are additional care outside normal school hours. The club's policies and procedures reflect the school policies and procedures and are available to view on the school's website www.highamstjohns.com.
15. The Extended Service Staff aim to provide a safe, stimulating and happy environment for all children. The extended service staff reserve the right to exclude any child whose behaviour is disruptive, following the schools behaviour policy. 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 Extended Services Staff. If you are unable to resolve this issue please follow the schools formal complaint procedure.
16. We reserve the right to alter these terms and conditions at any time and an updated version will be made available.

I acknowledge that I have read and agree to the above terms and conditions.

Print: _____

Signed: _____

Child's Name: _____

Relationship to child: _____

Dated: _____