

Terms and Conditions for Use of Broughton out of School Club

Booking

The sessions will run from 7.50-8.50am, at which time the children will be signed over to a member of school staff and from the end of school until 5.30pm. Children should not be brought before 7.50am and should be picked up by 5.30pm.

Children must be booked into the club 24 hours in advance by phoning/talking to the play leader. (Tel: 07591403980 an answer phone will be available outside normal working hours).

Before acceptance at the club a registration form must be completed - these can be obtained from the Play Leader or the school office. Spaces are limited and will be allocated on a first come first serve basis with priority given to regular users.

Payment

The fees for 2020 are:

Before School Club £4.25 £4.75 with breakfast.

After School Club £8.00 for a full session, £4.00 for half a session

Invoices will be issued monthly in advance for regular users with payment due within 14 days of invoice. Payments can be made by bank transfer or through school vouchers. A full session fee will be charged even if your child attends a club. The Directors reserve the right to withdraw a place if payments fall into arrears.

Late payments will incur a £5 charge which will be added to the following months bill to cover costs for extra administration fees.

Cancellations

Any bookings made for the Out of School Club require 24 hrs notice of cancellation for regular users. Cancellations with less than 24 hrs notice will incur the full fee. In the event of illness fees will still need to be paid for all hours booked. This applies to regular and occasional users.

Penalty Fee

A penalty fee of £10 for every 15 minutes or part thereafter will be charged to all parents who fail to pick up their children on time, either from a 4.30pm or a 5.30pm pick up. Therefore, charges will begin at either 4.30pm after the first 5 minutes or 5.30pm after the first 5 minutes.

The Play Leader can be contacted on 07591403980 between 7.50am - 9.00am and 3.00pm - 5.30pm. Outside of these times an answer phone will be available.

Behaviour

The Out of School Club will be operated under the same ethos as the school and children are expected to reflect these standards of behaviour.

QUALITY OF CARE

The setting will be run by suitably qualified members of staff and will provide a caring and relaxing but interesting setting for children before and after school.

Nutrition

Snacks will be provided for children in the After School Club. All snacks provided will contribute to a healthy balanced diet. Snacks will not be provided at the Before School Club; however consumption of a packed breakfast (brought from home) can be accommodated.

Policies and Procedures

A full set of policies and procedures are available in the school office or from the Play Leader.

- I understand that collecting my child/children late will result in a **penalty fee**.
- In an **extreme case** of lateness and my child has not been collected after 1 hour, I understand that it is the managers duty to follow the settings "late collections policy and procedure" and to inform **Social Services**. The care of my child will continue with them.
- I am aware that the settings policies and procedures are available to me at all times and I know where to find them.

Signature..... Date.....