



## **Breakfast and Afterschool Club Terms and Conditions**

### **Registration**

- All parents/carers must complete the registration form before a child can be accepted to attend our Breakfast & Afterschool Care Club.
- All parents/carers must ensure that the registration details are correct and up to date at all times, including contact details, medical and dietary/allergy requirements.

### **Booking Sessions**

All sessions requested by parents/carers are subject to availability.

All sessions booked must be paid for in advance.

No parent/carer should consider a booking as being accepted until full payment has been received.

Bookings may be cancelled up to **1 day** before the start of any session. Cancelled bookings costs will be credited to your account.

A booking maybe cancelled on the day if a child is off sick or sent home sick a refund will be credited to the ParentPay account.

Parents/carers of children not booked into the Club, but who subsequently attend, will incur a £2.00 non booking fee per child, this will be in addition to the cost of the session.

It is the parent/carers responsibility to ensure that they have booked and secured a place for their child/children with full payment made in advance of the session.

It is the parent/carer's responsibility to ensure that their child/children are aware that they will be attending our club. School staff will remind very young children.

School children who remain at the school uncollected after 3.40pm will be admitted into the Afterschool Club, whilst their parents are contacted to collect them. The parent/carer will incur a £2.00 non-booking fee per child in addition to the session charge.

The School will credit all fees charged, if the club is forced to close due to unforeseen circumstances.

### **Payment Methods**

Payment for both Breakfast and Afterschool Club is made via ParentPay.

Childcare vouchers – The payments are made into the school's bank account. The ParentPay clubs are credited with these amounts to enable parents to book.

### **Penalties for Late Collection**

It is the responsibility of all parents/carers collecting children to do so promptly at the end of the Afterschool Club at 5.45pm. Late collection will incur a financial penalty and will

constitute a breach of the terms and conditions, entitling the School to exclude the child from subsequent sessions at the club.

There is a penalty charge of **£10.00 per half hour per child not collected after 5.45pm.**

This penalty charge must be paid before any future club bookings can be made.

Where the penalty is outstanding and further sessions have been pre-booked and paid for by the parent/carer, the School reserves the right to exclude the child from the Club, until the penalty is paid, without issuing a refund for sessions unattended.

### **Legal and Medical**

In accordance with the Hillside Infant schools Health & Safety policy, the School accepts only medication which is prescribed, in original packaging including the pharmacy label which indicates the child's name. All allergies, dietary requirements and care plans must be made clear on the booking form. Any changes must be notified to C/O Mrs Maclachlan – [office@hillsideinfant.org.uk](mailto:office@hillsideinfant.org.uk)

The School accepts no responsibility for injury caused from pre-existing medical conditions which are not notified to the Club.

### **Illness & Grounds for Exclusion**

Any child who has suffered from diarrhoea, sickness, high temperature/fever, conjunctivitis or any contagious disease must be kept away from the Club for a period of 48 hours after such condition has ceased and a refund will be issued.

Should any child suffer from any of the above whilst at the Club, the staff will contact the parent/carer and ask them to collect the child as soon as possible.

Other grounds for exclusion are persistent poor behaviour on the part of the child or the parent/carer or non-persistent incidents of particularly serious behaviour (for example those which endanger children or staff) or where a parent/carer is in breach of any of our terms and conditions.

### **Reservation of Rights**

The School reserves the right to exclude a child or family from attending the Club or to refuse to accept a registration at its sole discretion.

The School reserves the right to close the club on the grounds of staff shortage, unavailability of facilities, or for any other reason, which in its reasonable opinion necessitates closure. Reasonable notice will be given where possible.

The School reserves the right to change these terms and conditions at any time.

**Declaration**

All staff will adhere to the policies as applicable and operational to Hillside infant school during the hours of club operation, particularly Child Protection, Health & safety, Anti-bullying, Behaviour Policy and Complaints Policy compliant with risks covered by the school's insurance.

The quality of the club will be closely monitored by the leadership team of Hillside Infant school.

**In registering and signing up for a place, the parent/carers agree to the following terms:**

- I expect my child to adopt the Hillside 4 school values whilst in club.
- I understand that my child will not have a place for any booked sessions unless full payment has been made for the session.
- If I would like my child to receive breakfast in the Breakfast Club, then I will ensure they arrive at the club no later than 8.15am.
- I will ensure that my child is collected promptly and make the relevant arrangements in exceptional circumstances.
- I will inform the club in such an event and accept that any late collection will result in additional fees.
- I understand that failure to adhere to any of the above could result in my child having their place withdrawn at short notice or with immediate effect. In this event, I understand I will not be entitled to any refund of fees already paid for booked sessions.

Signed.....

Name of parent/Carer.....

Child Name : .....Date of Birth.....

Child Name : .....Date of Birth.....

Child Name : .....Date of Birth.....

Date:.....