



Woodlands Primary Academy Breakfast and Afterschool Club

Terms and Conditions

I. Aims

We aim to provide a high quality service which meets the needs of both parents/carers and children. For parents/carers, this means knowing that your child is safe and happy in a club that is reliable and offers a consistent service. For a child, this means an environment that is safe, supportive, encouraging, nurturing, a place to be with friends and make new ones, try out new activities, to relax, to have fun and enjoy. Parents/Carers are expected to give their support and encouragement to the aim of Woodlands Primary Academy Breakfast and After School Club and to uphold and promote its good name. Woodlands Primary Academy Breakfast and After School Club will ensure that appropriate standards of behaviour, discipline and hygiene are maintained.

2. Sickness

Parents/Carers must inform Woodlands Primary Academy Breakfast and Afterschool Club if their child has any known medical conditions or health problems or has been in contact with infectious diseases. A child must not be brought to the Club if unwell.

3. Parents/Carers authority

Welfare of the child: The parents/carers authorise Woodlands Primary Academy Breakfast and After School Club to take all necessary action to safeguard and promote the welfare of the child.

Collecting children: It is the responsibility of the parent/carer to sign their child out at the end of the session; children must be collected from the main reception or the DT room door.

Accidents: All accidents, that staffs are made aware of, are documented in an accident book and reported to parents/carers.

4. Entry to Woodlands Primary Academy Breakfast and Afterschool Club

Registration:

Sessions- Once a completed Application Form and signed Terms and Conditions form has been returned to us, along with sessions required, a child will be registered with our service and bookings for sessions may be made. Please state if you would like your child to attend sessions regularly or one off.

Booking a place

When requesting your child to attend the club it is important to give 24 hours' notice.

Cancellation

24 hours' notice is required to cancel a child's place.

All booked sessions must be paid for unless cancelled at least 24 hours in advance.

Session Availability

The Breakfast and After School club will run from the end of the school day to 5:45pm. There will be no sessions during school holidays.

5. Fees

- Sessions attended will be uploaded onto ParentPay weekly.
- If the school closes the After School club due to unforeseen circumstances parent/carers will not be charged for these sessions.
- Fees are the responsibility of the person who signed the Terms and Conditions form or who has parental responsibility for the child.
- A fee of £2.00 will be charged, for each quarter of an hour, that a child is picked up late from the After School Club. Persistent lateness will result in the After School place being withdrawn.

6. General Conditions

Disclosures:

The Manager must be notified in writing immediately of any changes in contact details or family situations.

Please note

Children in reception, year 1 and 2 will be collected from their classrooms. Children in year 3 upwards are to make their way to the D.T room.

If a child is booked into an After School Club session and they do not attend, the parents will be contacted.

Details of all our policies and procedures including safeguarding and complaints are available on request or on the school website.

If you need to contact after school club between 3:15pm and 5:45pm please ring the after school club mobile: 07493 295030. Please contact the school office at all other times.

With Thanks
Breakfast and Afterschool Club Manager

Woodlands Primary Academy Breakfast and Afterschool Club

Terms and Conditions

I have read, understood and agreed to comply with the Terms and Conditions of Woodlands Primary Academy Breakfast and After School Club.

Name of Child/Children:

Signature of Parent/Carer:

Name of Parent/Carer (in full):

Relationship to the child:

Date of signature :-.....

Please return this copy