



**Breakfast and After School Club: Terms and Conditions v.6**  
**(Effective from September 2019)**

**In order to provide the best possible childcare at Jeavons Wood Breakfast Club and/or After School Club, it is necessary to have certain terms and conditions. We have endeavoured to keep these to a minimum and to ensure that they are fair to both parent/carers and the school. In order to indicate that you are happy to accept these terms and conditions, please return a signed copy to the school office with your attendance sheet completed.**

### **Hours**

Breakfast Club is open 07:45 to 08:45 am, Monday to Friday, term time only.  
After School Club is open from 3:15 pm to 6:00 pm, Monday to Friday, term time only.  
There is no Club service provided on INSET days.

### **Spaces**

We are allowed a maximum number of children in the morning of 30.  
We are allowed a maximum number of children in the afternoon of 46.

### **Attendance**

Our wrap around care is to provide support for parents on a regular basis. **Parents wishing to use the facilities must have regular weekly bookings.** The provision is not an occasional drop-in facility. A child's attendance needs to be booked for a minimum of half a term. We will try to accommodate occasional additional sessions or extra sessions due to shift or extra work patterns but these will be dealt with on a first come first served basis and must not mean that we exceed our agreed maximum number of children. Children having breakfast must arrive no later than 8am.

### **Bookings**

#### **Children already in the club**

At the end of each school year new attendance forms will be emailed out to the address we have on file for children already attending the club for the next school year. These must be returned to the club or school office. Your booking will last to the end of the following school year, unless we receive your one months written notice.

### **New starters**

Any new starters wishing to take up a space during the school year must fill in an attendance form, which will then last up until the end of that school year.

### **Fees**

Fees are payable in advance on a half-termly basis or on a weekly basis by arrangement. Invoices will be given out at the beginning of each half term. Fees are reviewed annually and at least one month's notice will be given of any changes. A morning session at Breakfast Club costs £4.50. An After School Club place costs £8.70 with a pick up by 5pm and £13.05 with a pick up by 6pm. Charges are shown on the attendance booking sheet. We accept childcare vouchers.

Additional sessions taken will be charged in arrears on the next invoice.

### **Films and photos**

Within wrap around care we will occasionally show films rated U and PG. If you would not like your child to watch PG films please inform a member of staff. Also we use photos within the clubs for our scrap book so if your child cannot be photographed please inform a member of staff.

### **Tax Credit**

For details of tax credit that could assist you with your childcare fees, please call the tax credit helpline on 0845 300 3900 (text phone 0845 300 3909) or visit [www.hmrc.gov.uk/taxcredits](http://www.hmrc.gov.uk/taxcredits).

### **Late payment**

If fees are not paid on time (date specified on invoice), the school will notify parents/carers in writing and request payment at the earliest opportunity. If payments fall into arrears, and adequate attempts are not made to approach the school to come to an agreement, procedures will be put into place to claim arrears and could result in a lost place in the club.

### **Absence**

Any sessions booked for Breakfast or After School Club which are not attended must still be paid for.

### **Late charge**

There will be a late pick up charge of £8.00 per 15 minutes after the booked session has ended.

### **Cancellation**

One month's written notice is required to cancel a place, during which time full fees are payable.

### **Emergency closure**

Occasionally it may be necessary to close the Breakfast or After School Club due to circumstances beyond our control. If this occurs, fees will be refunded.

### **Non-refundable events**

The governors regret that we will be unable to refund any charges incurred on due to any event beyond the control of the Wrap Around Care Centre, it includes but is not limited to, act of God, strike action, industrial dispute, fire, explosion, war, terrorism, or any other cause beyond its reasonable control. This is known as a 'force majeure' event. The Wrap Around Care Centre is not liable for any failure or delay under agreement.

Please note that the centre, in the event of a teachers strike day, will be open as usual and you may make use of the booked facilities even if your child has not been able to attend their class on the affected day.

### **Behaviour**

Adherence to the Breakfast and After School Club Behaviour Policy is required to ensure the safety and enjoyment of all participants.

### **Collection by others**

**When you first sign up with the After School Club, before your child can attend we must have received back from you a sheet with photos** (and names) of any other adult that is allowed to pick up your child from the club. In the event that no one on the list is able to collect your child, you must inform the After School Club by phone or letter as to who will be collecting your child and a password must be given to the club. The person collecting must present this same password to the club in order to allow collection. We can be contacted on: School office 01954 717180

### **Policies and procedures**

Jeavons Wood Breakfast and After School Club policies and procedures are reviewed annually by the Jeavons Wood Primary School Governing Body. These policies and procedures are available to all parents/carers on request.

### **Review**

Jeavons Wood Breakfast and After School Club reserve the sole right to amend the terms and conditions at any time, to comply with legislation or operating requirements. Changes will be notified to parents/carers in writing and will supersede all preceding Terms and Conditions.

If you have any queries regarding bookings, available spaces or fees, please contact [WAC@jeavonswood.org](mailto:WAC@jeavonswood.org)

I have read and accept the above terms and conditions:

Club member(s)name .....

Club member(s)D.O.B.....

Name.....

Signature .....

Date .....

**Emergency Contact Numbers for use during Breakfast and After School Club hours. (Please give at least 2 alternatives and keep BC and ASC informed if numbers change)**

1).....

2).....

**Please fill in the following information for your child:**

**I give permission for photos of my child to be taken within the club, to be used for displays, observations, the clubs scrapbook and newsletters**

**Yes / No (please circle)**

**Medical Conditions:**

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**Allergies:**

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**Food Preferences (e.g vegetarians):**

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**Other Relevant Information:**

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