



TERMS & CONDITIONS

1. Places will be allocated on a first come, first served basis.
2. Changes to sessions required are subject to a two week notice period, and subject to session availability.
3. **Payments must be paid in advance either, weekly, preferably monthly, or termly. If your account goes into arrears, your place will be withdrawn, until such arrears are cleared, if you still require a place you may then join the waiting list (if appropriate)**
4. Payments are required for the sessions booked, even if the child does not attend.
5. Payment methods accepted are Childcare Vouchers, Student Finance payments, or via the School Gateway app. Cash and cheques are no longer accepted.
6. Failure to make a payment will result in your child(ren) place at all breakfast and afterschool clubs being revoked until all outstanding arrears have been paid, at which time your child(ren) will then be able to join the waiting list for the relevant club.
7. The Breakfast club opens at 07:30, please do not press the intercom button beforehand, as staff are preparing for the children and the day ahead.
8. For the safety of all the children, parents/carers are instructed not to open/keep open the front door for other parents/carers and children to enter the building. All parents/carers and children must wait for the door to be released by a member of the Breakfast/Afterschool club. Failure to do this may result in the child's place at the club being withdrawn.
9. Children attending the Breakfast Club must proceed directly to the Breakfast Club. Should children arrive before the session time requested on the booking form and if spaces are available, this will be charged from the earlier session time. Where a child incurs additional charges, payment will be required by the end of the school week in which the charge relates to.
10. Afterschool club closes at 18:00, children that are picked up late between 18:00 – 18:15 will be subject to a £5 charge per child per session, children picked up after 18:15 will be subject to a charge of £20 per child per session. Payment will be required by the end of the school week that it relates to.
11. When attending Breakfast and Afterschool club children are expected to maintain the behaviours and standards as expected when in school. Continued bad behaviour could result in the offer of a place being withdrawn.

I have read and confirm that I and my child(ren) will abide by the terms and conditions above.

Signature of Parent:

Date:

