

Breakfast and After School Club Parents Contract



To enable us to provide and maintain the highest standards of care, and to ensure there is clarity about the contractual relationship between parents and the Breakfast and/or After School Club, we set out below our standard conditions.

Introduction

The Breakfast Club hours are from 7.15am to 8.40am during school term time. Our After-School Club is open from 3.15pm until 5pm Monday to Friday during school term time. Neither Club will run on Inset Days or other school closure days such as Polling Day.

Fees are charged which provide for staffing costs and general running costs. Breakfast and After School Club is managed by the Governing Body who will ensure that financial transactions accord with financial regulations.

Admission

Children are able to attend Breakfast and/or After School Club once the registration form has been completed and returned to us, subject to sufficient places being available. Booking forms are available from the school office and school website.

Priority for places is given to those children who commit to regular attendance. Requests for one-off/irregular days should be made in writing or via email to office@orchardprimary.org.uk giving as much notice as possible; we cannot guarantee these one-off/irregular bookings can be fulfilled as the clubs can become full on some days.

Fees

Fees are to be paid half-termly and must be paid by the end of the second week of the new term.

Payment may be made by bank transfer or the Government's tax-free childcare scheme.

Fees are payable during periods of absence from Breakfast/After School Club, including sickness and any holidays taken, as well as attendance at any After School Clubs run by school. The only exceptions to this rule are where children are attending a school trip which is scheduled to return outside normal hours or where children are attending the residential trip organised by school.

Any parent/carer having financial difficulties, or a change of circumstances, should discuss this in confidence with the Head Teacher (Mrs Bitcon) or Finance Administrator (Mrs Stanton).

Unpaid Fees

If fees remain unpaid and go into arrears, we reserve the right to deny the child a place at Breakfast and/or After School Club.

In these instances, we reserve the right to add on any other reasonable costs incurred in seeking payment.

Giving Notice/Amending Bookings

4 weeks' notice is required if you no longer require the place or wish to make changes to your child's session days. Until that notice has expired, fees are payable.

Late Collection

Staffing is arranged to cover each session that has been booked. The staffing does not provide cover outside of these hours and therefore late collection may result in you being charged an additional fee (currently £5.00 for every 15 minutes late).

Welfare of the Child

All Breakfast and After School Club employees are fully conversant with the school's Child Protection and Safeguarding policies. All staff employed by us will have a current DBS check.

Health and Medical Matters

If your child becomes ill during a Breakfast or After Club session, the staff member in charge will contact the parent/carer or the emergency contact indicated on the Registration Form. Parents/carers must inform us immediately of any changes to these contact details.

Only medication such as inhalers will be administered by the Breakfast/After School Club staff and a consent form must be completed by the parent/carer.

Food and Dietary Requirements

We will work with parents/carers to provide suitable food for children who have a special dietary requirement as diagnosed by a doctor or dietician. We will take all reasonable care to ensure that a child does not come into contact with certain foods. Nuts, of any variety, will not be accepted into Breakfast or After School Club at any time.

Behaviour

The club follows the same Behaviour Policy as the school, which parents/carers can access via the school website. We do expect children to respect others and their property and look after the club equipment with care.

Concerns/Complaints

Any question, concern or complaint about the care or safety of a child must be made in the first instance to the Breakfast/After School Club Manager. If the matter cannot be resolved at this level, the matter should be referred to the Head Teacher who will follow the school's Complaints Policy.

By signing this document, I agree that I have read and understood the attached document and hereby agree to abide by the club's procedures:

Child's name:			
Parent's name			
Parent signature		Date	
Head Teacher's signature		Date	