

*Alanbrooke Community Primary School
Break & After School Club
Terms and Conditions*

The Club will operate for Term time only. The Club is self-funding and all income will be ploughed back into the Club.

Before we can accept your booking, you must read and agree to the following terms and conditions of the Club:

- Before bookings are made you must register your child, even if you only intend to use the club occasionally.
- Bookings must be made at least 24 hours in advance. If we have spaces available bookings may be made at the last minute.
- Children who are ill cannot attend the club and in the event of sickness or diarrhoea must be off for 48 hours after the sickness or diarrhoea has finished.
- If your child is ill whilst at the Club, staff will contact you to collect your child. No refund will be given for this session.
- You must inform us, preferably in writing, if anybody else, other than those listed on the registration sheet, will be collecting your child.
- Please do not arrive late to collect your child. Children can become distressed if they think they have been forgotten. If lateness is unavoidable then please telephone us, penalty charges will apply.
- Payment is required promptly. Parents who have large bills will be refused use of the Clubs.
- Parents who are late collecting their child will incur a charge of £1.00 per 15 minute, or part of, except in exceptional recognised circumstances.
- If you wish to cancel a place then you must give 48 hours notice or you will be charged for the place. We will offer refunds if the club is forced to close due to snow, heating failure, staffing shortage etc.

- Anyone picking a child up will be expected to sign them out of the club when they leave and record the time of signing. All children must be collected at the end of their time at the after school club. No child will be allowed to leave unaccompanied.
- Staff will administer medicine such as those provided for asthma, diabetes etc. Staff will not administer non prescription drugs and no children should be in possession of them.
- Should you have cause for complaint about the Club there is a formal school complaints procedure. We hope any concerns can be sorted out informally with the Club Leader or Head Teacher.
- Parents should park on the road and use the pedestrian entrance for the School when collecting their child / children from the club, NOT the staff car park, or any other entrance to the school.
- Parents must inform the Club of any change of address or contact phone numbers.

Other Information

Breakfast Club is from 8.00am - 8.50am. Breakfast will consist of cereal, toast (with a selection of spreads), fresh fruit and a drink.

We will endeavour to cater for all special dietary requirements.

The children will be taken to their playground at 8.50am to line up with their class as normal.

After School Club is from 3.15pm - 5.30pm. We will provide a snack at 4pm with a drink.

There will be activities at the After School Club such as art, craft, board games, sport, play and (weather permitting) outdoor activities. We will also provide an area for reading and homework.

Children will be escorted from their schools and taken to the club by a member of staff. All children will be registered by the Play Leader upon their arrival at the club. The Play Leader and Play Worker will adhere to all the policies provided and any legislation in place such as:

Disability Discriminations Act, Race Relations Act, Sex Discrimination Act, Children's Act, Data Protection Act and adheres to other school policy and procedure such as

- Behaviour Discipline & Exclusions.
- Healthy Eating
- Bullying
- Child Protection

The policies will be kept in the Club and can be viewed during Club opening hours.

Booking forms are available from the offices of Alanbrooke Community Primary School.

Any discipline matters will be brought to the attention of the parents by the Play Leader. If the problem cannot be resolved then the child may be asked to leave the Club.

Charges (with effect from Sept 14)

Breakfast Club	-	£2.00 per session	(8.00am - 8.50am) or part thereof
After School Club	-	£6.00 per session	(3.15 pm - 5.30pm) or part thereof

All charges for the after school club start from 3.15pm, which means if your child is in an activity in school that continues beyond the end of the school day and you wish your child to attend the club after that time, you will still be liable for the charge from 3.15pm, as we will have had to reserve the place for them and ensured adequate staff levels on that day.

You may fill in a booking form for each half term and payment may be made, monthly or half termly, **but it must be promptly within 2 weeks or you child may loose their place.**

Payment by cheque made payable to Alanbrooke Community Primary School and write your child's name, the dates you are paying for.

Please remember that you must ensure we have up to date contact numbers. Let us know of any changes.

**ALANBROOKE COMMUNITY PRIMARY SCHOOL
BREAKFAST AND AFTER SCHOOL CLUB
AGREEMENT OF TERMS AND
CONDITIONS**

Name of Child:

School Year:

CLASS:

I confirm that I have read the Terms and Conditions for the Breakfast and After School Club.

I confirm that I will abide by the Terms and Conditions laid down by the Club.

Signed**Date**.....

(Parent / guardian / carer

Print Name