



## EXTENDED SERVICES –THE BREAKFAST CLUB AND AFTER SCHOOL CLUB

### TERMS AND CONDITIONS 3 PAGES

**Please return a signed copy to Hayley Rea, Extended Services Manager**

The below Terms and Conditions relate to The Crescent Primary School Breakfast Club and After School Club extended services. Parents/carers who complete a registration form must sign the bottom of the registration form agreeing to these terms and conditions. By signing the registration form you agree that you have read and understood all terms and conditions and any queries should be cleared up before signing the registration form.

1. Registration forms must be completed in full before your child can be allocated a place. This includes accepting these terms and conditions.
2. A non-refundable deposit must be paid before your child can be allocated a place. Please Note: This deposit must be paid to the extended service office by cash or cheque. The total amount of the deposit will be calculated on the amount of days booked per week.
3. Parents/carers must ensure all details on the registration form are accurate and up-to-date. Any changes must be made in writing to Hayley Rea, Extended Services Manager.
4. Those on a club waiting list will be notified once a place becomes available and must notify the school if they no longer wish to remain on the club waiting list.
5. To access the clubs, parents/carers must use the community entrance gate and ring the bell when they arrive at the door. School office staff will not admit children through the front entrance.
6. Parents/carers are welcome to accompany the children into breakfast club for a short period of time (to settle them in) however we kindly request that parents do not gather in the corridors and use mobile phones.
7. The Breakfast Club starts at 7.30am. Children must arrive before 8.20am if they wish to have breakfast. No breakfast will be served after this time. Lessons start at 8.45am and children will be escorted to class.
8. An authorised adult must sign the attendee into The Breakfast Club on each morning they attend.

9. After School Club starts at 3pm and children will be collected from class. Dinner will be served between 4.30- 5pm. Afterschool club finishes at 6pm, parents can collect children any time before 6pm and we advise you to collect your child outside dinner serving time.
10. An authorised adult must sign the attendee out of the After School Club on each afternoon they attend.
11. Parents/carers are welcome to enter after school club for a short period of time, to collect the children however we kindly request that parents do not gather in the corridors and use mobile phones.
12. Parents/carers agree to abide by the late collection policy. Parents/carers who collect their child after 6pm will incur a late collection charge of £1.00 per minute in line with the school's Extended Services Late Collection Policy. Parent/carers must complete a late collection agreement on collecting their child. Parents/carers agree to pay this charge before their child continues to attend any extended school services.
13. The Breakfast Club and After School club will not run on days that the school is closed to pupils. Parents/carers will not be charged for days that the club is closed.
14. If your child is unable to attend a session, you must notify the Extended Services Staff on 07504 024003. You must also notify the school office if their absence means they will be absent from school. Please Note: At time of booking you select specific days/dates which you would like your child to attend. If your child is unable to attend for any reason you will not be entitled to a refund. In the case that you have not yet paid for this session, the monies will be outstanding to the extended school services and your child will not be able to take part in any extended school services until this payment has been made.
15. Parents will be provided an Invoice confirming their total booking period and amount due for the total period. Payment for clubs must be paid at least one week in advance. Parents have two payment options:
  - Parent Pay: Parents/carers must keep track of their payments and the total sum required for the booking period.
  - Child Care Vouchers: Child Care Vouchers are accepted. If you choose to pay with child care vouchers you must allow enough time for The Crescent Primary School to be registered with the child care voucher provider. We cannot authorise any payments with child care vouchers until the school is registered with the provider and payment is collected from the provider. Please note: Registering with child care providers can take up to two weeks depending on the provider.Parents/carers must inform Hayley Rea of their means of payment so this can be logged to avoid confusion.

Please note: Payment reminders from the school cannot be arranged. Parent Pay have an automatic reminder service if you wish to set this up the office staff can advise you on how to do so. If payment is made within 12 hours of attending the session, entry may be refused on the basis that payment may not have yet been successfully logged and noted by the extended service staff.

16. Outstanding payment: The Extended Services Staff reserve the right to refuse any child entry into club if payment is not made including late collection charges and any other outstanding fees from other school services.
17. Once your child has been allocated a place you must give once months' term time notice (four weeks while the school is open) to cancel this agreement. Any session within this one month notice period will need to be paid in full.
18. The extended school services are additional care outside normal school hours. The clubs policies and procedures reflect the school policies and procedures and parents can read the extended schools policies and procedures on request at the school office.
19. The Extended Service Staff aim to provide a safe, stimulating and happy environment for all children. The extended service staff reserve the right to exclude any child whose behaviour is disruptive, following the schools behaviour policy.
20. We will endeavour to provide a high quality service to children and will seek feedback from parents/carers from time to time. If you have any concerns please speak to the Extended Services Staff. If this is not resolved please contact Hayley Rea, Extended Services Manager. If you are unable to resolve this issue please follow the schools formal complaint procedure.

I have read and understood the Extended Services Breakfast Club and After School Club Terms and Conditions.

Child Name:

Parent/Carer Name:

Parent/Carer Signature:

Date:



## EXTENDED SERVICES – LATE COLLECTION POLICY

**2 PAGES**

**Please return a signed copy to Hayley Rea, Extended Services Manager**

Parents and Carers must read, agree and sign to the Extended Services Terms and Conditions. The Extended Services late collection policy is part of these terms and conditions. Your child's club placement is not confirmed until the school receives acknowledgment and signed agreement of the terms and conditions requested at the bottom of the club registration form.

### **Extended Services - Late Collection Policy**

It is extremely important that children are collected on time from our extended services as late collections can cause major complications for the external providers and the school.

- Crescent Clubs finish promptly at 4pm for mixed years group sessions or 4.10pm for KS2 only sessions.
- After School Club finish promptly at 6pm.
- Holiday Camps and additional projects will state the finish time on the registration form. The time stated is bounded by this extended services late collection policy.

Parents/Carers agree to make appropriate arrangements for their child to be collected at the stated finish time. Please be aware that late collection after this time will be charged at a £1 per minute, invoiced to the parent/carer listed as the schools main contact.

Parents/Carers must appoint a responsible person to collect their child and those responsible persons must be named on the registration form. It is parents/carers responsibility to ensure those authorised to collect children understand the importance of collecting the child on time.

Please Note: Children will only be dismissed to the responsible adults named on the registration form. Any confusion which leads to the child remaining in the schools supervision will result in the late fee being charged.

On the first occasion that a child is collected late; parents/carers will be reminded of the late collection policy and asked to sign a late collection agreement. The extended services office will automatically contact parents/carers regarding late fee payment by issuing an invoice.

On the second occasion that a child is collected late parents/carers will be reminded of the late collection policy and asked to sign a late collection agreement. The extended service office will

automatically contact parents/carers regarding late fee payment and the extended services manager will contact parents/carers to discuss the exclusion procedure.

If a child is collected late on two occasions, the child will be excluded from the course and course fees will not be refunded.

Parents/Carers must contact the school if they are aware that they will be late to collect their child. Please contact the extended services team on 07504024003. If you are unable to contact the extended services team please contact the school office on 0208 684 8283.

I have read and understood the Extended Services Breakfast Club and After School Club Terms and Conditions.

Child Name:

Parent/Carer Name:

Parent/Carer Signature:

Date: