

All Stars After School And Breakfast Club



Terms and conditions including booking form (attached)

These terms and conditions are a contract between Church Lench First School and parents of the child/ren attending 'All Stars' and Breakfast Club

Provision

All Stars/Breakfast Club will take place in the school hall or library of Church Lench First School. We aim to provide a safe, secure and relaxed environment for the children in our care.

All Stars/Breakfast Club is open to all children who attend our school. Each child attending 'All Stars' will go directly from their classrooms to the hall for activities and a snack, where the school staff will sign them in. Each child attending Breakfast Club will be met at the school reception area and taken to the library.

All children from All Stars must be collected by 5.30pm, otherwise a late charge will be enforced. A late collection charge of £5.00 per 15 minutes or part thereof will be made for children not collected by the end of their booked session. This is to deter lateness as it is unfair on the two staff running the club who are legally required to stay. The late payment will be required to be paid the following working day and will be invoiced to your Arbor account. If you are going to be late please inform us immediately.

If your child/ren take part in one of our other school clubs and you require continuation of care we can book them into All Stars to 5.30pm, all terms and conditions apply.

Breakfast Club operates from 7.45am to 8.40am. The same fee applies if your child does not require breakfast. Breakfast will not be provided if your child is dropped off after 8.15am.

All Stars/Breakfast Club is fully equipped with a wide range of resources for your child including, colouring materials, drawing, model making equipment, books and regular use of the outdoor areas, either the playground or field and provides a range of equipment for the children to use. We cannot accept responsibility for loss or damage to personal property.

Homework (All Stars)

Please be advised that this is **not** a homework club. However, if your child is happy to read or complete their homework independently during this time this is perfectly acceptable.

Booking

Sessions will be booked on a first come first served basis using the online Arbor booking form. Sessions can be booked up to one hour before the start time. Ad-hoc emergency sessions may be considered but you must contact the school office to check for availability (ad-hoc fees apply)

Fees, Monthly Invoices

All fees are outlined below and for those sessions booked, will be charged for using the Arbor platform. Emergency Ad-hoc sessions must be paid for the same day that your child attends and added to the online Arbor booking platform.

We reserve the right to review fees at any time, but will give no less than one month's notice prior to changes taking effect.

To help make childcare more affordable we offer the second hour of the two hour session at a slightly cheaper rate.

Current Fees

Breakfast Club:- £4.00 per session with or without breakfast

All Stars:- £5.00 per hour and £9 for two hours

Holidays and Sickness

All Stars/Breakfast Club will close in line with school holidays and teacher training days, no charge will be made for these periods. Where there are exceptional circumstances ie. where the school has a closure due to bad weather a credit will be issued.

All sessions booked must be paid for regardless of whether the child attends or is absent due to illness or being on holiday. **No refunds or credit will be given for these sessions missed.** For safeguarding purposes we request that you inform us if your child will not be attending any booked sessions.

Pupils in receipt of Pupil Premium

We are able to assist families in receipt of pupil premium with breakfast club sessions. Please contact the school office if you require support.

Accidents, Illness and Medication

All Stars/Breakfast Club staff will administer basic first aid and treatment where necessary. Parents will be informed of all accidents. If there is need for immediate medical attention, we are hereby authorised to act on behalf of the parents to obtain the necessary treatment. In addition, we will contact parents. We will administer **prescribed medicines** provided parents complete a Medication Administration Form which gives written consent to do so. If your child becomes unwell during a session, or if your child maybe suffering from any contagious disease or infections which could be passed onto

other children you will be contacted and asked to collect your child. We accept no responsibility for children contracting contagious diseases or infections.

Parents are requested to inform us if their child is suffering from any illness or allergy before attending.

Termination and Notice

We reserve the right to terminate a child's place with immediate effect if a parent, carer or child displays abusive, threatening or inappropriate behavior towards a member of staff or another child. You may end this agreement at any time giving us at least one month's written notice of cancellation of your All Stars place, but users will be charged if insufficient notice is given. Parents remain liable for fees throughout the notice period. Any unpaid fees will be passed to WCC for debit collection.

Security

Under no circumstances will a child be able to leave All Stars with anyone unknown to the staff unless a parent has previously arranged this where proof of identity will be required and a password only known to the person collecting the child.

Photo Permission

We use photographs of the children in and around the setting for various projects. If you do not wish your child to be included please speak to the staff. We would ask all parents to sign the permission provided.

Safeguarding

Safeguarding our children is our highest priority. We have an obligation to report any safeguarding concerns to the relevant authorities. We may do so without your consent and/or informing you. Please see our Safeguarding policy for further information. If you have any safeguarding concerns please report these to the school Designated Safeguarding Lead, Samantha Price.

General

Data collection/consent forms must be completed prior to children being left. You must inform us immediately of any changes to personal contact details. You must keep us informed of any changes to the person/s authorised to collect your child. We have insurance cover and full details of this are available upon request. We reserve the right to amend terms and conditions at any time, and will provide minimum of one month's notice to changes.

If you have any concerns regarding the service we provide, please contact the school. Your satisfaction is of paramount importance to us and any concerns/complaints will be dealt with straightaway.

Written June 2023

Review June 2024

Mrs S Price