

Breakfast & All Stars After School Club Terms & Conditions

Provision

Church Lench School Breakfast Club & All Star's After School is held on the school premises. We aim to provide a safe, secure & relaxed environment for the children in our care and is open to all children who attend our school. We are fully equipped with a wide range of resources for your child including, colouring materials, drawing, games, books and regular use of the outdoor areas, either the field or playground which provides a range of equipment for the children to use. We cannot accept responsibility for loss or damage to personal property.

Breakfast Club

- Breakfast Club operates from 7.45am to 8.40am and includes cereal/toast. Children will be taken to their classes when school starts.

All Stars After School Club

All Star's After School Club operates two sessions, both sessions include cereal/toast.

- 1 hour 3.25pm – 4.30pm
- 2 hour 3.25pm – 5.30pm

Booking

- All sessions are to be booked on Arbor and all fees **MUST** be paid at the time of booking.
- Bookings for Afterschool club close online at 2.30pm on the day.
- Late bookings can be made by calling the school office on 01386 870297 (not via email) where staff will be able to add a booking on your behalf. Parents must agree to making payment on Arbor for such additions, **including a late booking fee of £2.00**, at the time of verbal booking.

Payments and overdue balances

- Various payment options for both Breakfast Club and All Star's After School Club are available: Credit/Debit card, Childcare Voucher or Tax-Free Childcare.
- When paying with Childcare Vouchers please quote Church Lench and your Child's name on the reference.
- Having an overdue balance may lead to your child's place being suspended until the balance is cleared, or ultimately the termination of your child's place at the club.

- We will pass any unrecovered fees to an external debt collection agency. Any fees associated with the debt collection will be passed on to the debtor.

Fees

- Breakfast Club 7:45am – 8:40pm - £5.00 per session
- Afterschool Club 3:25pm – 4:30pm £5.50 per session
- Afterschool Club 3:25pm – 5:30pm £11.00 per session

Collection

- All Children MUST be collected by 5.30pm, failure to collect will result in a late payment charged being added to Arbor. This charge is £5.00 per 15 minutes. If you are going to be late you must inform us immediately.

Cancellation & Charges

- It is the responsibility of the account holder to cancel their child's breakfast or after school club booking and there must be a minimum 24 hours notice in order to receive a full refund.
- Any booked sessions which are not attended will not be refunded unless 24 hours notice of cancellation is given.
- It is the parent/guardian's responsibility to let the school know of any late cancellations outside of the 24 hour period by calling the school office on 01386 870297 so the registers can be amended.

Forced Closures

- If Breakfast Club or All Stars After School care club are forced to close due to an external factor such as bad weather, an infectious or contagious disease outbreak, power cut, teacher strike or other industrial action, by order of Local Authority or Environmental Health, customers will not be liable for fees incurred and will be offered a refund or credit on their Arbor account.

Medication

- Parents must ensure that all medical information is kept up to date by informing the school office and that any medication provided is not out-of-date.
- For any other prescribed medication, parents must provide All Star's staff with an additional prescription, e.g. prescribed antihistamine.
- It is the school's policy not to administer routine medicines, including antibiotics, painkillers and antihistamines. This does not include inhalers for asthma or medicines needed to treat longer term conditions

Exclusions

- We reserve the right to exclude or refuse any person without notice if we consider that their behaviour or presence compromises the positive atmosphere of the club or compromises the safety of themselves or others. Transport home will be the responsibility of the parent and no refund/credit will be available.

Photo Permission

- We may occasionally 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

Safeguarding

- Safeguarding our children is our highest priority. We have an obligation to report any safeguarding concerns to the relevant authorities. Please see our safeguarding policy for further information on our website [Safeguarding | Church Lench CE First School](#)