



## **Breakfast and After School Club Terms and Conditions**

The Ladybridge Breakfast and After School Clubs are open to all children in Ladybridge Primary School. They are not a 'drop in' sessions and must be pre booked.

Both clubs are extremely popular with children and parents, recently we have had occasions where both clubs are oversubscribed, in order to staff the clubs appropriately and to be fair to all club users the following terms and conditions must be adhered to by all club users.

Please note: Breakfast club is free for all children entitled to Free School Meals or Pupil Premium funding. This is a measure to support vulnerable children and to ensure that all children have a healthy breakfast and positive start to the school day. In accordance with the 2010 Equality Act; children or adults that fall into any of the nine protected characteristics will be supported, for example support will be given to adults to download the school spider app and to book children on.

1. All sessions must be booked and paid for 48 hours before the sessions are due to begin using the School Spider App.
2. Payments for non-free school meal or pupil premium children must be made in advance through the booking system on the School Spider App.
3. If you wish to cancel or change any sessions you are required to give 48 hours notice to the School Office. Cancellations received within 48hours of the booking will still be charged.
4. Your child must be toilet trained to attend Breakfast and After School Club.
5. Your child must adhere to the school's behaviour policy, (this can be found on the school website). If your child's behaviour is unacceptable you will be sent a letter in the first instance. If the behaviour doesn't improve you will receive a second letter to state that they will no longer be able to attend either club.
6. If any contact details change or you move address, you must inform the School Office with immediate effect.

## Opening Times:

Breakfast Club	After School Club
7.45am to start of school	3.20pm- 5.55pm Monday- Thursday 3.20pm- 5.25pm on Friday

### Breakfast Club

1. Children must arrive before 8.30am

### After School Club

1. If your child has not been collected by closing time, we will charge a late collection fee of £5 which will be added to your Spider Account.
2. If your child is collected after the club has closed more than two times in a term you will no longer be able to use the After School Club.
3. Sessions missed due to illness will be refunded, however sessions missed due to other arrangements will remain payable, unless they are cancelled 48 hours in advance.
4. If the School needs to make any more than 3 calls to you regarding your account dropping into arrears within any one term, your child's place will be cancelled with immediate effect.
5. If anybody other than the persons named in the contract is to collect your child(ren), you must provide the School Office with this information before 2.45pm on the day. You should leave a "Safe Word" and this word will need to be used by the person collecting before your child will be allowed to leave with them.
6. If you are more than 10 minutes late collecting your child from the end of the School day (3.20pm) you will be invoiced for an After School place.

## Parental agreement

I understand that:

- The breakfast and After School club is NOT a 'drop in' and I need to book set days which I wish to use.
- If I wish to change or cancel any sessions in my After School or Breakfast Club contract I must provide minimum 48 hours' notice
- if my child(ren) are unable to attend any session, I will inform the School Office before 2.45pm
- any sessions missed, either due to absence or other arrangements (other than illness) remain payable just as with a child care provider off school site (unless eligible for free Breakfast Club)
- my children attending Breakfast Club must arrive before 8.30am
- my child(ren) attending After School must be collected by closing promptly and I am aware that, if I or any person collecting my child(ren) is late, a fee of £5 per child will be added to my Spider Account
- my child must have acceptable behaviour and I understand that if their behaviour is not acceptable I will receive a warning letter, if there is not an improvement I will receive a second letter stating that they will no longer be able to attend.
- If anybody other than those named is collecting my child(ren) I will inform the After School Club by 2.45pm providing them with a "Safe Word" and that this word must be used by the person collecting them
- I need to inform the School Office if any contact details change or I move address.
- If the office needs to call me 3 times in any one term regarding arrears, the place will be cancelled immediately.

I agree with and will adhere to the above Terms and Conditions

My child's/children's names are \_\_\_\_\_

Signed: \_\_\_\_\_ Please print name \_\_\_\_\_

Date: \_\_\_\_\_ (all contracts subject to the acceptance of the After School Club Terms and Conditions)