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### **Bexton Primary School Dawn2Dusk Club Terms and Conditions**

Our terms and conditions relate to the running of Bexton Primary School and Nursery EYFS Dawn2Dusk Club.

Nothing within these terms and conditions affects the parent / carer's statutory rights.

All parents need to be aware of the following conditions since they form part of the agreed contract between parent and nursery.

#### **Admissions**

(Please see our Admissions Policy for more details)

Admission to the club is organised by the Dawn2Dusk Club Manager and School Business Manager. A waiting list system may be implemented when the need arises. The waiting list will be operated on a first come-first served basis, with the exception of siblings who will have priority for the same day(s) as a sibling already attending.

#### **Application for a Place**

If you choose to apply for a place at Bexton Primary School and Nursery Dawn2Dusk Holiday Club and Wraparound Care, you will need to complete a **Child Registration Form** and **Session Booking form** and return it to the School.

**Re-enrolment for Wraparound Care is required at the end of the summer first half term. Places will not be kept open for children unless a new application form is completed and received by the closing date.**

#### **Changes to booked sessions/Cancellation**

Fees are payable from the booked start date. Bexton Primary School and Nursery requires one calendar month's written notice if you wish to reduce your child's session or no longer require your child's place. If insufficient notice is given, full charge for the cancelled sessions will be made. Any increases to sessions or changes to days are subject to availability and require 7 days notice.

The first amendment of contract will be free of charge. A fee of £10 is due for any change of contract thereafter.

If you do have a short term change, please remember that ADHOC sessions may be available and might be of help during these times.

#### **Payment of fees**

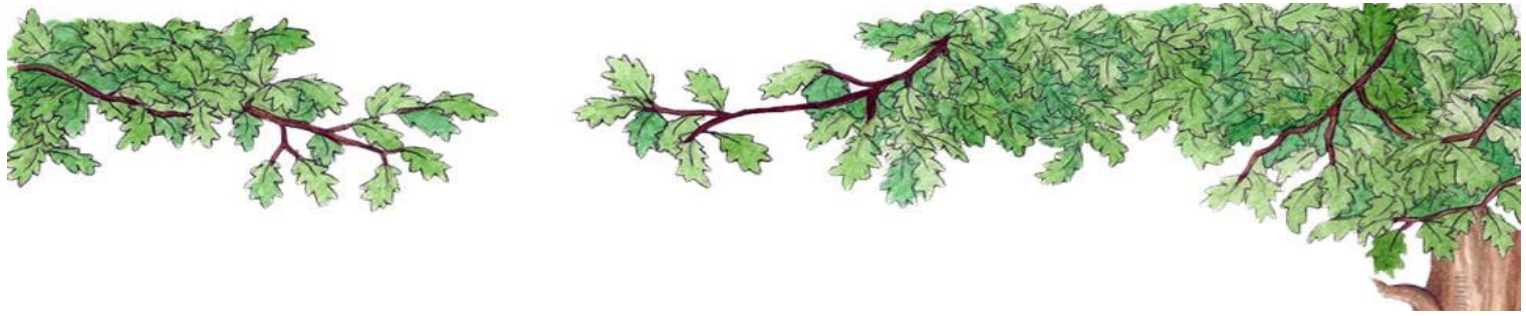
(Please see our section of the Schools Charging Policy for more details)

We operate two types of contract: Term-Time only Contracts for Breakfast and After School Club and Holiday contracts.

The current fees for September 2016 are:

- **EYFS Breakfast Club Session £5 (subject to availability)**
- **EYFS After School Session £12.50 (subject to availability)**
- **Holiday Club Short Day £30 (age 2 – 4 years)**





When you have signed and returned the documentation you enter into a contract with Bexton Primary School and Nursery. Your agreement to our terms and conditions is legally binding.

Fees for wraparound care are required half termly in advance. Payments are made via our online payment system (SCOPay) or by childcare vouchers.

In the event of missed days due to sickness or any other reason fees will not be refunded.

If payment is not received within 14 days from the due date, a fee of £5 will be charged weekly.

If a debt is outstanding after one month from the date of issue of invoice, your account will be referred to the Head Teacher. We reserve the right to withdraw your child's place as this point.

After a further 30 days your account may be referred to our collection agency in order to retrieve the outstanding fee plus expenses incurred.

We are sensitive to parents circumstances and reserve judgement to all the above, therefore please contact the school if you are experiencing financial difficulties.

### **Increases in Fees**

Bexton Primary School and Nursery reserves the right to review fees annually.

### **Opening times**

Breakfast Club will operate during school term time 8.00 a.m. – start of school day.

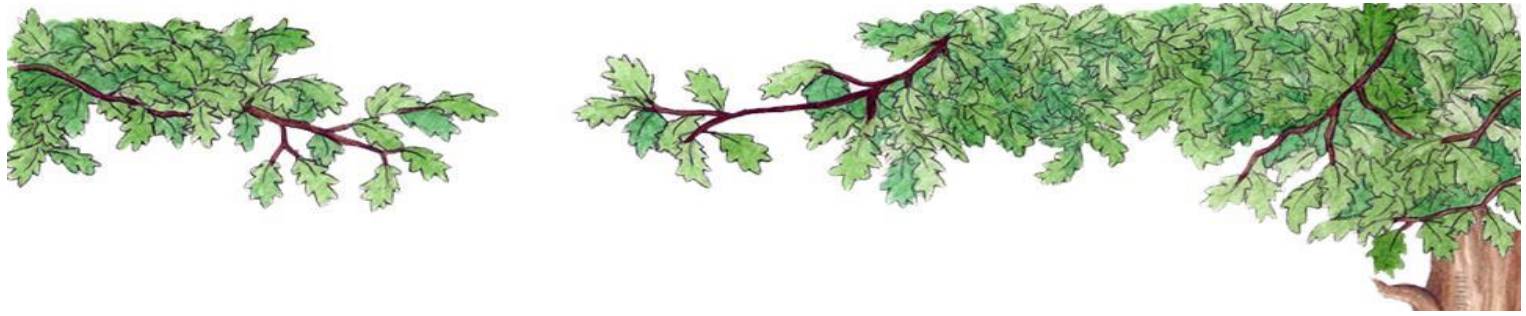
After school Club will operate 3.00 p.m. – 6.00 p.m.

Holiday club will operate outside of school term time 8.00 a.m. 6.00 p.m.

Holiday club will open for up to two weeks during the Easter holiday and for up to four weeks during the summer holiday, subject to sufficient demand for places.

Planned closures will be notified in advance.

Unplanned closure due to circumstances beyond our control cannot be refunded e.g. due to adverse weather. However, please be assured that the School Club will only close in the event of exceptional or extreme circumstances or when there is a serious concern for the wellbeing of children and staff.



### **Accidents and Sickness**

(see our Administration of Medicines policy for more details)

The School should be informed before 2pm if your child is not attending the afternoon session of Dawn2Dusk for whatever reason.

We reserve the right to administer basic first aid and treatment where necessary. Parents will be informed of all accidents and will be required to sign an accident form. The Club will only administer medication in line with the school's Administration of Medicines policy.

Please do not send your child to the School Club if they are unwell. If your child is unwell please keep them at home until your Doctor confirms any risks of infection have gone.

In the case of sickness and diarrhoea this would be a period of 48 hours after the last episode.

Your child may be requested to be withdrawn if they are suffering from any contagious illness and there remains a danger that other children will contract the illness.

Please advise us of any infectious ailment. If necessary all parents will be informed via the notice board or letter.

Parents are requested to inform the club in writing of any changes to their contact information. It is vital that we have correct and up to date contact details. It is the parent/carers responsibility to ensure that they keep the nursery informed of all changes immediately and in writing.

Parents/carers are required to inform the School Club of any childhood ailment, illness or disability .

### **Allergies, asthma, medical conditions**

Parents/carers must inform the School Club immediately if their child has or develops an allergy, asthma or any other medical condition in writing.

Parent/carers must provide the School Club with the full information regarding the condition and treatment in writing.

As the number of children with nut allergies is on the increase we ask parents to support us in the aim to keep the School Club a nut free environment. Parents are asked not to send food or empty food packaging that may have contained nuts. We also request parents not to use creams, sun creams or oils etc on their child that may contain nut oil as this may have severe consequences for another child or a member of staff.

### **Holidays**

Holidays taken during your contracted sessions will be charged at the full rate.

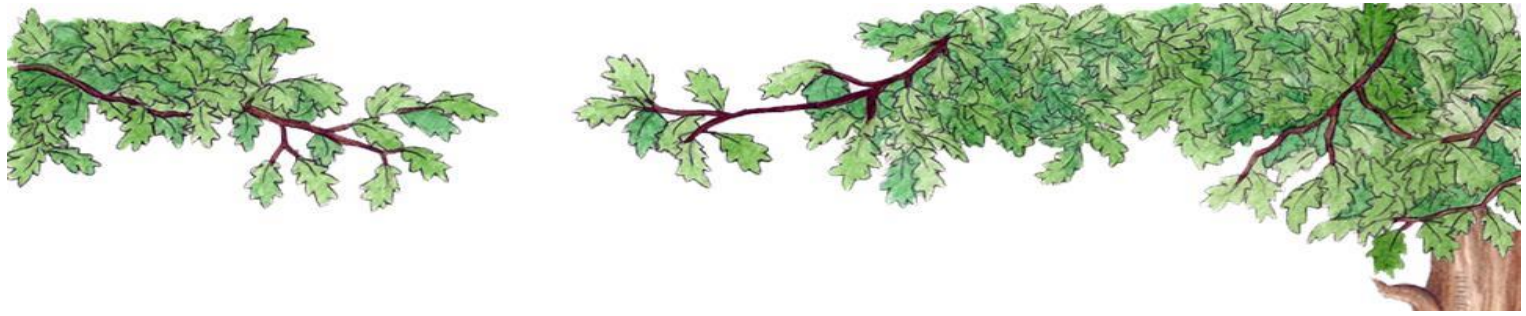
### **Child Collection**

Parent/carers must sign their child in/out of the School Club when arriving at or leaving the premises.

All children must be collected by an adult over the age of 16 years. We will only allow your child to leave with an appointed person. If someone other than the appointed person is collecting your child, please telephone to let us know and we need evidence of the person's identity on arrival.

The Club finishes at 6pm. It is important that your child is collected on time. Please contact the School Club via the school office before 3:15 or by telephoning the club thereafter if you know you are going to be late.

If you are late collecting your child we reserve the right to charge an extra fee of £5.00 for every 15 minutes. This is necessary to pay extra staff to stay on and look after your child.



## **Behaviour and Conduct**

(see our Behaviour Management Policy for more details)

The Bexton Primary School Dawn2Dusk staff will at all times maintain a courteous and professional attitude towards children, parents' carers and other staff.

We will not tolerate staff being spoken to in an abusive or threatening manner by parents, carers or children. Such behaviour may result in the termination of a School Club place.

We will support parents/carers in managing children's disruptive or inappropriate behaviour. However, if your child's behaviour at the nursery is deemed by the Head Teacher to be unacceptable or endangers the safety and wellbeing of the other children at the School Club we may require your child to be withdrawn for a period of time. During this period we will address any problems with the parent/carers.

## **Safeguarding children**

(see our Safeguarding children Policy for more details)

Bexton Primary School Dawn2Dusk Club is under an obligation to report to Children, Schools and Families Services any incident where we consider a child may have been abused or neglected. This may be done without informing the parent, carer or guardian.

Parent's consent to such physical contact by staff as may accord with good practice, and be appropriate and proper for teaching and instruction and for providing comfort to a child in distress, or maintain safety and good order, or in connection with a child's health and welfare.

## **Liability**

We accept no responsibility for children whilst in their parent's care on School premises i.e. prior to arrival or after pick up.

We will endeavour to keep parents and/or children's property in good order. Liability for damage of such property is excluded except where caused by our negligence.

Bexton Primary School Dawn2Dusk Club does not accept responsibility for accidental injury or loss of property. We maintain those insurance's required by law. Copies of the current Employer Liability and Public Liability insurance policies are on the notice board in the school office.

## **CCTV and photographs**

We regularly take photographs to record children's experiences and these are shared with their parents. These photographs may be used for promotional purposes. If you do not wish your child to be included in these please let us know in writing.

## **Property belongings and uniform**

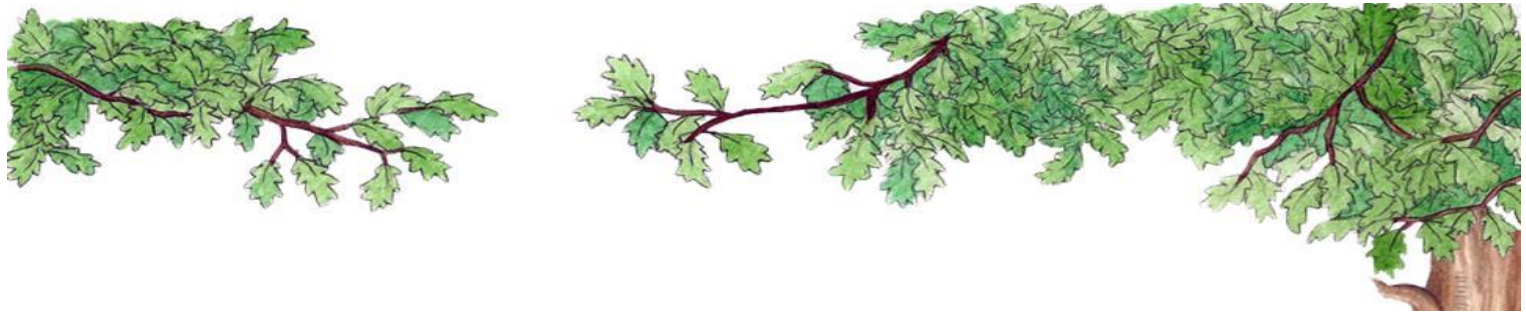
The School Club cannot be held responsible for the loss or damage to children's property. Please refrain from bringing personal property. Every reasonable effort will be made by staff to ensure that the child's belongings are not lost or damaged. All children's property including their uniform and clothing should be clearly labelled with their names. No jewellery should be worn.

## **Termination**

We may immediately end this contract if:

- Parents have failed to pay childcare session fees
- Parents have breached any part of their obligation under this agreement and have not or cannot put right this breach within a reasonable period of time of asking
- Parents behave unacceptably





- A child's behaviour at the school club is deemed by the Headteachers to be unacceptable or endangers the safety and well being of the other children at the club
- We take the decision to close the School Club; we will give as much notice as possible if such decision is taken

You may immediately end this contract if:

- We have breached any of our obligations under this agreement and we have not or cannot put right that breach within a reasonable period after you have drawn it to our attention
- We suffer an event of insolvency