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

Our terms and conditions relate to the running of Bexton Primary School Dawn2Dusk Club and form part of the agreed contract between the parent/carer and the School.

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

#### **Admissions**

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 require Dawn2Dusk Wraparound Care and/or Holiday Club, 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. The School 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.

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

#### **Payment of fees**

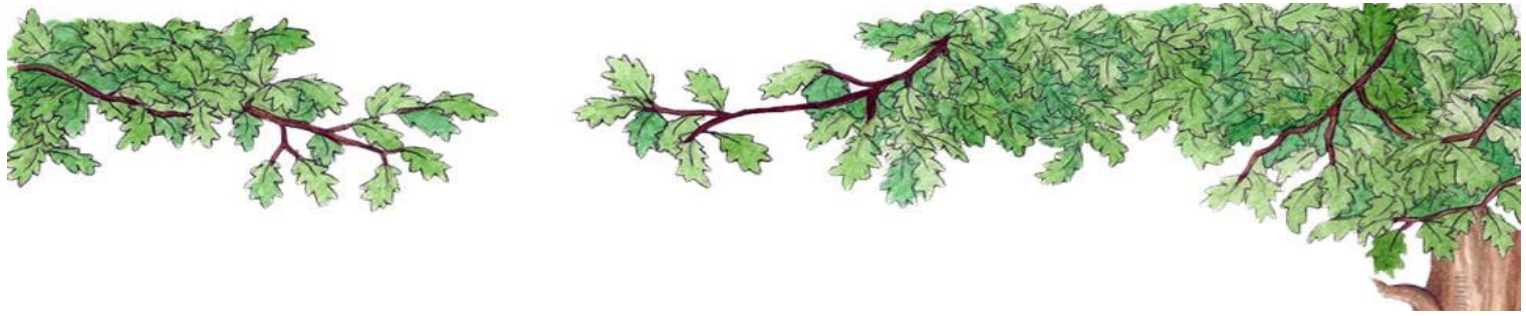
(Please see our section of the School's Charging Policy for more details)

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

The fees for September 2020 are:

- **Breakfast Club Session £4 (subject to availability)**
- **After School Session £12.50 (subject to availability)**
- **Holiday Club 8.30 – 3.30 £25 (age 5+)**
- **Holiday Club 3.30 – 6.00 £12.50**





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

Fees for wraparound care are required monthly in advance. Payments should be 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 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 parent/carer's circumstances, 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 from 8.00 a.m. to start of school day.

After School Club will operate 3.15 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 is 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.

### **Illness**

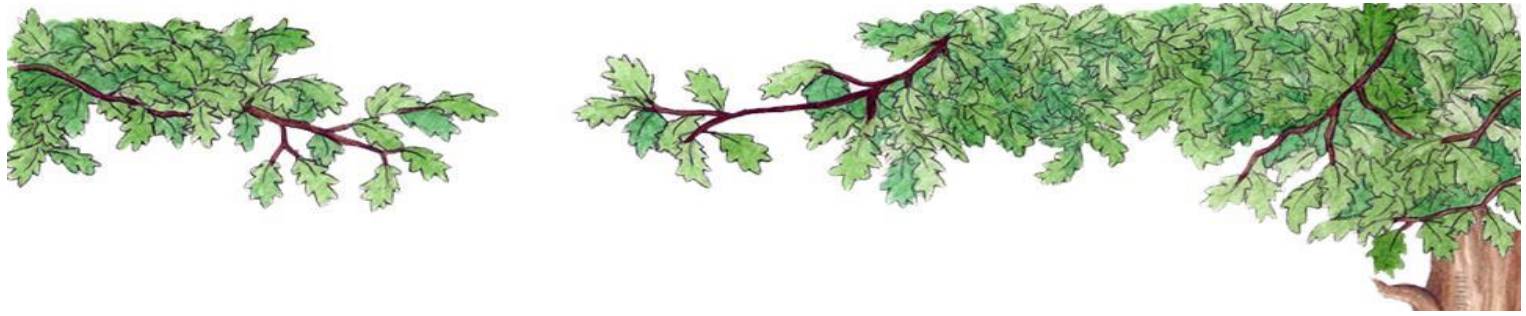
The School should be informed before 2pm if your child is not attending the afternoon session of Dawn2Dusk for whatever reason.

We reserve the right to administer basic first aid and treatment where necessary. Parents will be informed of any 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/carer's responsibility to ensure that they keep us informed of all changes immediately and in writing.

Parents/carers are also asked 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/carer's 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 may require 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 for every 15 minutes that you are late. This is necessary to pay staff to stay on and look after your child.

### **Behaviour and Conduct**

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

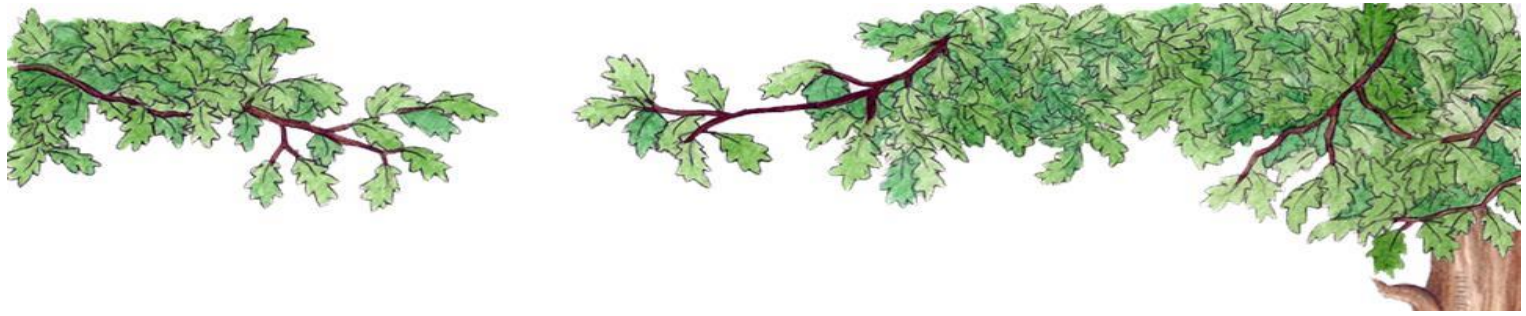
We will not tolerate staff being spoken to in an abusive or threatening manner by parents, carers or children. Such behaviour may result in the termination of a School Club place.

We will support parents/carers in managing children's disruptive or inappropriate behaviour. However, if your child's behaviour 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.

Please also see the school's Behaviour Management Policy for more details.

### **Safeguarding children**

Please see the school's Safeguarding and Child Protection Policy for further details.



**Property and belongings**

Please refrain from bringing in personal property to avoid the risk of loss or damage.

**Termination**

We may immediately end our contract with you if you fail to adhere to agreements made by you to clear outstanding fees; if the parent/carer has behaved unacceptably; or if a child's behaviour at Dawn2Dusk Club is deemed by the Head Teacher to be unacceptable or endangers the safety and wellbeing of the other children.

**Updated September 2020**