



CRADLEY CE PRIMARY SCHOOL

Terms and Conditions for Breakfast Club (BC) and After School Club (ASC)

All Bookings

- All bookings must be made through Arbor. Bookings can no longer be made via phone or the office.
- All bookings must be paid for at the time of booking.
- All bookings are subject to availability and must be made in advance, unless exceptional circumstances as described by the school.
- The person making the bookings accepts the terms and conditions.
- The booking cut-off time is 12 hours before the session for After School Club, and 24 hours before the session for Breakfast Club. This is to ensure correct staffing can be put in place to meet the need. No online bookings will be accepted after this time.
- The cost of Breakfast Club is £5.00 a session.
- The cost of After School Club is £5.00 per hour.

Cancellation Notice and Charges

- It is a parents'/carers' responsibility to cancel the sessions.
 - All cancellations should be made through the office.
 - Any booked sessions which are not attended are still charged unless they are cancelled in advance.
 - Non-payment may lead to the termination of the child's place within the clubs and the non-acceptance of future bookings until any arrears are cleared.
1. Parents and carers must ensure that all details on Arbor are accurate and up-to-date.
 2. To access the clubs, parents/carers must use the playground entrance and ring the bell. They will then be admitted. If there are any changes to the location of the club, a notice will be placed on the front door of the school.
 3. Breakfast Club starts at 7:45am. Children must arrive before 8:20am if they wish to have breakfast. No breakfast will be served after this time. The children will be escorted onto the playground at 8:30am.
 4. After School Club starts at 3.15pm. It finishes promptly at 5.30pm.
 5. An authorised individual must sign the attendee out of After School Club on each afternoon they attend.
 6. Any attempts to alter the time of collection put in by the After School Club staff may result in the withdrawal of the child's place.
 7. Time slots are booked in multiples of 1 hour. Late collection, beyond 5 minutes past the hour, 4:20 and 5:20, will result in an additional hour after 4:15pm or 15 minutes after

5:15pm being charged. Unless there are exceptional circumstances as agreed by the Headteacher or After School Club Manager.

8. Additional hour charges will be placed on Arbor the next morning. Further bookings will not be possible until the arrears have been cleared.
9. Children not collected from school by 3:25pm will be placed in After School Club and charges will apply.
10. Parents/Carers agree to abide by the Late Collection Policy. Parents/Carers who collect their child after 5.30pm will incur a late collection charge of £1.00 per minute in line with the School's Late Collection Policy. Parents/Carers must complete a late collection agreement on collecting their child. Parents/Carers agree to pay this charge before their child agrees to attend any further extended school services.
11. BC and ASC will not run on days that the school is closed to pupils.
12. Payments must be made at the time of booking unless additional hours are placed on the system, in which case payment must be made before any further bookings are allowed.
13. The responsibility for payment of all fees, charges and penalties lies at all times with the person who made the booking.
14. Failure by the school to make a written or verbal request for payment of fees does not constitute an excuse or reason for late or non-payment.
15. Childcare Vouchers: acceptance of these needs to be done on an individual basis. Please see the office for further details
16. Outstanding Payment: BC and ASC reserve the right to refuse any child entry into the club if payment is not made (including late-collection charges and any other outstanding fees for other school services).
17. BC and ASC reserve the right to exclude a child or family from attending the club or to refuse to accept a booking.
18. BC and ASC reserve the right to close the club on the grounds of staff shortage, unavailability of facilities or any other reason which in its reasonable opinion, necessitates closure. Reasonable notice will be given where possible.
19. BC and ASC reserve the right to change these terms and conditions at any time and will give written notice of such changes to the parents/carers.
20. No failure or delay by BC and ASC in exercising any of its rights or remedies shall prejudice or affect its ability to do so unless it has provided a specific waiver or release in writing. These terms and conditions are governed by English law and are subject to the jurisdiction of the courts of England and Wales.
21. BC and ASC shall not be liable for any direct or indirect loss suffered by parents/carers as a result of the club closures under the terms of the agreement, including but not limited to loss of profits, increased costs or expenses or wasted expenditure.
22. BC and ASC accepts no liability for the administration of medicine in accordance with parents/carers written instructions. Medicines will not be administered in the absence of written instructions.
23. BC and ASC accepts no liability for loss or damage (including consequential loss) to property brought to club premises caused by the actions of children or third parties or for accidental damage caused by club staff.

Late Collection Policy

By making a booking, Parents/Carers are agreeing to the terms and conditions of Breakfast Club and After School Club. This includes acceptance of the Late Collection Policy.

It is extremely important that children are collected on time from our After School Club as late collections can cause major issues for staff and the school. After School Club finishes promptly at 5.30pm.

- Parents/Carers agree to make appropriate arrangements for their child to be collected at the stated finish time. Please be aware that late collection after this time will be charged at £1 per minute per child.
- Parents/Carers must appoint a responsible person to collect their child. It is the Parents'/Carers' responsibility that those authorised to collect the children understand the importance of collecting the child on time.
- On the first occasion that a child is collected late, parents/carers will be reminded of the Late Collection Policy and asked to sign a late collection agreement. The school office will automatically place the late fee payment on the child's account on Arbor.
- On the second occasion that a child is collected late, parents/carers will be reminded of the Late Collection Policy and asked to sign a late collection agreement. The school office will automatically place the late fee payment on the child's account on Arbor. The After School Club Manager will contact the Parents/Carers to discuss potential exclusion procedures.
- Parents/Carers must contact the ASC Team on 07932 445833 if they are aware that they will be late to collect their child.

Late Collection Charge Agreement

CHILD: _____

DATE: _____

TIME COLLECTED:

REASON FOR LATE COLLECTION:

I understand that difficulties may arise due to a late collection of my child. I understand that I will be liable for late collection charges that will be added to my School Money account.

Signed: _____ **(Parent)**

Signed: _____ **(Staff)**