

Hartford Manor Primary School & Nursery



Breakfast & After School Club Terms and Conditions

Date: March 2019
Review Cycle: Academic year
Reviewed By: Mr S Kidwell, Head Teacher
Approved By: Leadership Management & Finance Committee
Next review date: Summer Term 2020

These terms and conditions relate to the running of Hartford Manor Primary School & Nursery 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.

Our commitment to you

At Hartford Manor, we believe in offering parents and carers high quality wrap around care before and after school each day. The clubs are managed by school staff who provide a safe and caring environment and offer a range of activities each day.

Our Breakfast Club runs from 7.30am until the start of the school day. Children are offered toast, scrambled egg, baked beans on toast, porridge, cereal, fresh juice and milk.

Our After School Club provides childcare from the end of the school day until 6.00pm.

Admissions

Admission to the club is organised by the Club Manager. We operate a first come-first served waiting list system when the need arises, with the exception of siblings who will have priority for the same day(s) as a sibling already attending.

Applying for a place

To apply for a place, you will need to complete a **Session Booking** form and return it to the school office.

You will need to re-enrol for both clubs is required in June each year by completing a new booking form. Places are not kept open unless a new form is completed and received by the due date.

Making bookings

We are currently trialling a new booking system whereby parents and carers can book sessions up to 100 days in advance on ParentPay. Fees are payable in advance, at the time of booking sessions on ParentPay. You will be unable to book if your account is in debt.

If you use childcare vouchers, early years funding or tax free childcare to pay for sessions you will need to agree booking and payment arrangements with the school office.

Changes to booked sessions/cancellation

The system allows parents/carers to cancel sessions up until midnight the day before. However, you will still be charged if you fail to give 24 hours' notice.

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

We ask for one calendar month's written notice if you wish to reduce your child's sessions 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 a minimum of 24 hours' notice.

If you do have a short term change, or emergency situation, ad hoc sessions may be available. Please contact the school office for availability.

Payment of fees

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

The fees for September 2018 are:

- Breakfast Club: Nursery child £3.50 (subject to availability)
 Reception to Year 6 £2.50 (subject to availability)
- After School Club: Full Session £10, (subject to availability)
 Short Session to 4.15pm £5, (subject to availability)

When you sign and return the **Session Booking Form** you enter into a contract with the School. Fees for both clubs are payable at the point of booking via our online payment system ParentPay or by childcare vouchers, tax-free childcare or early years funding.

We are sensitive to parent/carer's circumstances, therefore please contact the school if you are experiencing financial difficulties.

If your account is in debt at the point of transferring to the new booking system, and you want to continue to use the clubs you will be required to enter into a formal repayment plan. If you fail to maintain the agreed schedule of payments, we reserve the right to withdraw your child's place. Where debts remain unpaid, they will be passed to Cheshire West Council's legal team to begin recovery procedures.

We reserve the right to review fees annually.

Opening times

Breakfast Club operates during school term time from 7.30am.

After school Club will operate during school term time until 6.00pm.

Any planned closures will be notified in advance.

Unplanned closures, due to circumstances beyond our control, cannot be refunded.

However, the clubs will only close in the event of exceptional/extreme circumstances or where there is a serious concern for the wellbeing of pupils and staff.

Illness

If your child becomes unwell when attending either club, you will be notified as soon as possible. In the event that we cannot contact you and urgent hospital treatment is required, an ambulance will be called and a senior member of staff will accompany your child. **Please ensure you have completed and returned the Emergency Medical Treatment Form**, allowing staff to give permission for emergency treatment. You must notify us promptly of any changes.

If a child has a communicable disease, which has been confirmed by a doctor, the club should be informed immediately so we can let the other parents/carers know.

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.

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 club with the full information regarding the condition and treatment in writing.

Collection arrangements

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

The After School Club finishes at 6pm; please collect your child on time. If you are unavoidably delayed please ring the Club manager to let us know you are going to be late.

If you are late collecting your child, we reserve the right to charge an extra fee of at least £5.

Behaviour and Conduct

Our staff will maintain a courteous and professional attitude towards children, parents, carers and other staff at all times. We will not tolerate staff being treated inappropriately by parents, carers or children. Such behaviour may result in the termination of a club place.

Where necessary, we will support parents and carers in managing a child's disruptive or inappropriate behaviour. However, if behaviour is deemed to be unacceptable by the Head Teacher, or to be endangering the safety and wellbeing of other children, we may require your child to be withdrawn for a period of time.

Termination

We will work with you to address any concerns or issues you may have when your child is attending our clubs. However, we reserve the right to terminate our contract with you if:

- you fail to adhere to agreements made by you to clear any outstanding fees;
- a parent/carer has behaved unacceptably; or
- a child's behaviour is deemed by the Head Teacher to be unacceptable or endangers the safety and wellbeing of the other children at the Nursery.

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Breakfast and After School Club Terms and Conditions



Name of child.....

[] I confirm that I have received and read the Terms and Conditions for registration at Hartford Manor's Breakfast and After School Club.

[] I confirm that I agree to these terms and conditions.

Signed..... Date.....

Print name.....