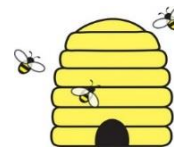


Kempsford Church of England Primary School

“High expectations and Christian values help children to Respect, Improve, Succeed and Excel”

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TERMS AND CONDITIONS – Breakfast and After School Club

These are the Terms and Conditions governing registration, booking and parent partnership for Kempsford School Breakfast and After School Club

By booking a child into Breakfast Club and After School Club to confirm, the parents agree to these Terms and Conditions. Booking is to be completed using Scopay, the online booking system. Details of this are held in the office.

Booking and Payment

A child will only be accepted via an online booking. The booking must be placed 48hrs before attendance. If the booking is after the preceding 48hrs, Breakfast Club and After School Club reserve the right to either accept the booking or decline the booking. In most cases this may be rarely related to a change in circumstances such as staffing and capacity.

Within the Scopay booking system, you can confirm the exact monetary amount you will pay via your Childcare Voucher Scheme or Tax Free Childcare. If you are new to Breakfast Club and After School Club, please confirm that we are registered with your Childcare Voucher Company, and where relevant confirm our Registration Code.

In the event that payment is not received via your Childcare Voucher Company or Tax Free Childcare, or any other similarly agreed methods of payment, payment will be requested.

With the exception of Holidays, if you intend on reducing the agreed number sessions within 48hrs of the session taking place, parents still remain liable for fees and there will be no refund. We reserve the right to terminate attendance at Breakfast Club and After School Club with immediate effect if a parent, carer or child displays abusive, threatening or otherwise inappropriate behaviour.

We will not tolerate Breakfast Club and After School Club staff being spoken to in an abusive or threatening manner by parents, carers or children, this includes contact via social media or posting on social media, which may bring The Breakfast Club, After School Club and Kempsford Primary School in to disrepute

The expectation of children's behaviour are in line with the School expectations. The same behaviour and reward system will be used. This is intended to reward children and celebrate achievements which are linked to our school values. If a child displays behaviour that is disrespectful and /or compromises the safety of themselves and other children, Breakfast Club and After School Club reserve the right to not accept the child into the Club(s) for a fixed period of time. If this is the case, no refund will be provided for the sessions that the child will miss.

The length of time the child will not be allowed to attend the Club(s) will be determined, in consultation with the Head Teacher, by the Clubs leaders.

No refunds will be given for sessions missed due to sickness, other absence or errors on the Booking. We do not accept swaps after the booking deadline.



Operating Hours

The Breakfast Club is open Monday to Friday during Gloucestershire County Council Term time, 7.45am – 8.45am.

After School Club operates from 3.15pm to 6.00pm Mon-Thurs and 3.15pm to 5.00pm on Friday. If you are late collecting your child from After School Club, a late collection charge of £5.00 for every 15 minutes may be imposed – this is at the discretion of the After School Club. Please be punctual.

Complaints

Any official complaints will be responded to within 24 hours, first in writing, and where appropriate parent(s) will be invited to a face to face meeting to discuss their concerns. The Breakfast Club and After School Club follow the complaints policy which can be found on the school website. All complaints, resolved or not, will be logged in our Complaints File.

Insurance

We have extensive Insurance cover - full details of the Insurance is available in the Policies and Procedures file in the school reception.

Personal Property and Belongings

We cannot be held responsible for any loss or damage to children's property. Every reasonable effort will be made by the Breakfast Club and After School club staff to ensure the children's belongings are not lost or damaged. It is the parent's responsibility to name and clearly label all items of clothing. We suggest that all toys, books or other equipment are left at home.

Liability

We accept no responsibility for any loss suffered by parents, arising directly or indirectly, as a result of the Breakfast Club and After School Club being temporarily closed (including a power failure) or the non-admittance of your child to the Breakfast Club and after School Club for any reason, this applies to absence due to sickness, holidays and Bank Holidays. We accept no responsibility for children whilst in their parents care on School premises, i.e. prior to arrival or after pick up. We will not be liable to parents and / or children for any economic loss of any kind, for damage to the child's or parents property, for any loss resulting from a claim made by any third party or for any special, indirect or consequential loss or damage of any kind. We will make reasonable endeavours 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

Accidents and Illness

We reserve the right to administer basic first aid and treatment when necessary.

Parents will be informed of all accidents and will be required to sign an accident form. For accidents of a more serious nature, involving hospital treatment, all attempts will be made by Breakfast Club and After School Club to contact the parents but failing this, we are hereby authorised to act on behalf of parents and authorise necessary treatment. We will administer prescribed medicines if parents complete a 'Medicine Consent' form; however, the first dose of medicine must be given at home and parents must take all medicines home at the end of each day. We may require parents to withdraw their child Breakfast Club and After School Club in the event that they require special medical care or attention, which is not available or refused by parents or it is considered that the child is not well enough to attend. We may also ask parents to withdraw their child from Breakfast Club and After School Club, if we have reasonable cause to believe that they are or maybe suffering from or has

suffered from any contagious disease/infection and there remains a danger that other children at the Breakfast Club and After School Club may contract such a disease/infection. We accept no responsibility for children contracting contagious diseases/infections. Parents are requested to inform the Breakfast Club and After School Club if their child is suffering from any illness, sickness or allergies before attending. We have a realistic attitude to the needs of working parents but we reserve the right to contact parents if their child becomes ill during opening hours.

Security

Under no circumstances will the child be allowed to leave the Breakfast Club and After School Club with anyone unknown to the Breakfast Club and After School Club unless the parent has previously arranged this. If the parent has made alternative arrangements by telephone, the Breakfast Club and After School Club will require the name, and telephone number of the person permitted to collect the child and a password will be required upon arrival at the Breakfast Club and After School Club. A list of responsible adults who are authorised to collect the child should be provided.

General Information

Parents are requested to inform the Breakfast Club and After School Club of any food, medicine, activity or any other circumstances that may cause the child to have an allergic reaction/ allergy. Parents must provide details, in writing, of the severity of the reaction/ allergy and must continue to inform the Breakfast Club and After School Club of any changes/progress to the condition, in writing, when they become aware. Parents are requested to inform the Breakfast Club and After School Club of any changes to all information kept in the Breakfast Club and After School Club.

Agreement

These Terms and Conditions represent the entire agreement and understanding between the parents and the Breakfast Club and After School Club. Any other understandings, agreements, warranties, conditions, terms or representations, whether verbal or written, expressed or implied are excluded to the fullest extent, permitted by law. We reserve the right to update / amend these Terms and Conditions at any time. One month's notice will be given of any changes made.