

Terms and Conditions

Early Birds Breakfast Club and All Sorts After School Club

1. Payment must be made in advance at the point of booking via the Gateway. Places cannot be reserved without payment nor will children be accepted at the sessions, unless this has been agreed with the school in advance. No credits or refunds can be given for sessions booked but not used, without 24 hours' notice of cancellation.
2. Sessions must be booked in advance using the Gateway "Clubs" booking facility. Places are limited; please do not assume there will be one available and for safety reasons it is important that we know which children are expected to attend.
3. A completed registration and medical form must be submitted on booking the initial breakfast or after school club sessions for our records.
4. The school must be notified in writing of any changes to the registration form as soon as they occur (in particular, emergency contact numbers).
5. Children should not bring toys, games or valuable items to the clubs.
6. School policies will be applied to the clubs e.g. Behaviour and Discipline.
7. Although a variety of activities will be on offer, including the opportunity for children to do any homework, we will not make a child participate in any activity that they do not wish to do. We can encourage them to take part – however, we will not make any activity compulsory. The emphasis will be on choice and enjoyment.
8. If children are collected late, you will be charged the next collection time price band i.e. if late for 4.30pm collection, you will be charged for the 5.30pm collection, if late for 5.30pm collection, you will be charged for the 6.00pm collection. All children must be collected by 6.00pm. A £10.00 late fee will be invoiced to cover staffing costs after 6.00pm.
9. Children will only be released to known parents, carers or nominated adults.
10. The school has the right to exclude a family for non-payment of fees and/or consistent late pick up.
11. On the rare occasion that the school must close unexpectedly, i.e. bad weather and the club will not be available, you will not be charged. Credit will be applied for any sessions booked and paid for.
12. The school reserves the right to exclude any children from the club whose behaviour is disruptive and prevents them from providing a safe, stimulating and happy environment for other children. The option will only be used in extreme circumstances and as a last resort after extensive consultation with parents/guardians and the children concerned.

I have read and understood the above terms and conditions and I agree to abide by them.

Signature: _____

Print name: _____

Date: _____