



# Great Barford Church of England Primary Academy



## Nursery & Wrap Around Care Provision Agreement Terms and Conditions of Use

*'Growing together through learning, friendship and worship'*

Agreement between: Great Barford Church of England Primary Academy

And

Parent/Carer.....

For Child.....

Date .....

This agreement shall commence on the requested start date and will continue until the child leaves the school in Y6, unless terminated earlier in accordance with this agreement.

### Pricing

Breakfast Club and After School Club provision will be charged at £4.00 per hour, prices will be reviewed March 2020, a small increase in hourly charge will be effective on 1<sup>st</sup> April 2020.

Holiday Club will be charged at: £25.00 for a full day  
£10 for a 4 hour session  
£3.50 for a single hour

Charges are subject to annual review.

### Invoices

Invoices will be issued 10 days before the end of the month during term time. During the holiday period, invoices will be issued before or after this time. Payment should be made within 14 days of the invoice date.

### Terms and Conditions

- Children will be admitted to the **Nursery** from 2 years and 9 months of age (or the start of the term in which they turn 3 years old).
- Children will be admitted to **Breakfast Club** and **After School Club** from 2 years and 9 months of age (or the start of the term in which they turn 3 years old) until the day of the child's 12<sup>th</sup> birthday.
- Children will be admitted to **Holiday Club** at the age of 3 years until the date of the child's 12<sup>th</sup> birthday.
- Block bookings made for Breakfast Club and After School Club will continue to run until we are advised by the parent/carer to cancel. The booking will continue until the child leaves the school in Year 6.
- All booked sessions are non-refundable and non-transferable.
- It is possible to book extra-sessions in addition to regular sessions booked if there is space.
- For Breakfast Club and After School Club, two weeks notice is required to make changes to regular bookings.
- For After School Club parents/carers will be charged from 3.15pm regardless of the time that the child joins the provision.
- For changes to Nursery sessions needed, a terms notice is required.

- If a parent/carer is going to be late collecting their child, they must telephone the provision to inform the staff as soon as possible.
- If a child is collected after the agreed time, the parent/carer will be invoiced for the additional session time in half hour intervals.
- If a child is collected after the close of the provision, the parent/carer may be liable for an additional charge of £25 for each hour or part hour that adult supervision is provided. This is at the discretion of the Headteacher.
- Great Barford Primary Academy is not responsible for any loss or damage to toys from home.
- No electronic devices are allowed to be brought to holiday club. Mobile phones are permitted in Breakfast Club and After School Club if a child is permitted to bring a phone to school.
- Medication will only be administered in line with the 'Administering Medication' policy which can be found on the school website.
- It is the responsibility of the parent/carer to inform the school if the child has any dietary requirements or if these requirements change.
- Parent/Carers are responsible for providing a packed lunch with no nuts for Holiday Club. Breakfast is available for children attending Breakfast Club before 8.30am. A snack will be given to the children attending After School Club.

**Failure to pay**

Failure to settle the invoice amount may result in the withdrawal of the provision, and ultimately in legal proceedings being undertaken by the school to reclaim the debt. Please see the 'Charging and Remissions' policy which can be found on the school website.

**Termination**

For Breakfast Club, After School Club and Holiday Club, two weeks notice is required to cancel bookings. Sessions will be charged within these two weeks, even if not attending.

The school reserves the right to terminate any booking (without notice) where there has been a case of physical or verbal violence or abuse towards staff, children or other parents/carers.

**Authority to contract**

I have read and understood this entire agreement. I have the authority to enter into this agreement and agree to be bound by its terms and conditions.

For: Great Barford Church of England Primary Academy

Signed .....

Name .....

Date .....

For: Parent/Carer

Signed .....

Name .....

Date .....