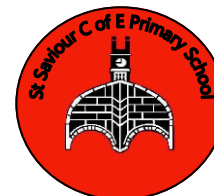


# **TERMS & CONDITIONS**

## **St Saviour Breakfast & After School Care Club**



### **TERMS AND CONDITIONS AGREED BY THE GOVERNING BODY**

This club operates from the premises of St.Saviours CE Primary School.

The club operates on all St.Saviours CE Primary School working days. It does not operate on the days when pupils are not required to attend St.Saviours CE Primary School (i.e. on school holidays and St.Saviours CE Primary School staff training days).

#### **The Club Undertakes to:**

Provide high quality before and after school care for children aged 4-11 in a safe, stimulating and enjoyable environment.

Provide suitably qualified and experienced staff.

Ensure children are escorted to and from the area used for the club.

Work in partnership with the parents and children.

Ensure equality of opportunity, without discrimination of any kind, to both children and staff (current and prospective).

Maintain fees at a level consistent with those of other similar facilities in Bolton. Current fees are available in writing on request.

#### **Current Fee Structure**

<b>Breakfast Club</b>	<b>Hours of opening:7:45am-8:45am</b>	<b>Cost Per Sessions</b>	<b>£4.00</b>	
<b>Afterschool Club</b>	<b>Hours of opening: 3:15pm-6:00pm</b>	<b>Cost Per Session</b>	<b>£4.50</b>	<b>3:15-4:15pm</b>
			<b>£6.50</b>	<b>3:15-5:15pm</b>
			<b>£8.00</b>	<b>3:15-6:00pm</b>
			<b>£15.50</b>	<b>Siblings till 6pm</b>
<b>Late Collection</b>	<b>A charge of £6 for each child will be levied for pick up after your confirmed booking time. A charge of £20.00 will be made for collections between 6:00pm and 6:15pm and then an additional £20 between 6:15pm &amp; 6:30pm.</b>			

#### **Bookings/Fees**

All bookings for Breakfast/ Afterschool Care Club must be received by 1:30pm Friday prior to the week of booking, or 1:30pm of the last day of term/half term for the week we return to school, and full payment must be paid online, via Pay Point or via Childcare Vouchers.

All bookings must be completed on the standard ASCC booking form. Booking forms can be downloaded from the school website or are available from the office reception area.

Booking forms can be emailed to [breakfastandascc@st-saviourringley.bolton.sch.uk](mailto:breakfastandascc@st-saviourringley.bolton.sch.uk) please note booking forms emailed to any other email address will not be actioned.

Telephone bookings are not permitted.

Children for whom payment has not been made will not be accepted at the club the following week under any circumstances.

Fees are not refundable unless in exceptional circumstances.

If your child is in an extracurricular club from 3.15pm to 4.15pm and is scheduled to then be transferred into After School Care Club, irrespective of whether you have paid a fee or not for the extracurricular club, the fee charged per child will be £4.50 from 4.15pm to 5:15pm or £6.50 from 4.15pm up to 6pm.

Parents must ensure their children are brought, and collected, at the agreed times, by a responsible adult known to the club staff. This adult **MUST** sign the child(ren) in or out. If it is not possible to collect the child(ren) on time, the club must be informed by phoning the ASCC mobile number. An additional charge of £6 per child will be levied for pick up after your confirmed booking time. This is payable immediately.

The club reserves the right to charge an additional £20.00 for collections between 6:00pm and 6:15pm, and a further £20 between 6:15pm & 6:30pm. After this time our After School Care Club Manager will contact Social Services under the Local Authority Guidelines to report your child has not been collected.

Parents must ensure that one of them can be contacted in the event of an emergency. If a parent or guardian cannot be contacted the club has written permission to take the necessary steps considered appropriate to safeguard the health and welfare of the child, including appropriate hospital, or other medical treatment.

#### **Cancellations:**

If you have made a booking which is no longer required, as you wish to collect your child/ren at 3:15pm, please note children must still register with ASCC, you can then collect & sign your child out from the ASCC Club in the usual way.



**CONTRACT OF AGREEMENT**  
**St Saviour Breakfast & After School Care Club**

The parent/carer of any child attending St Saviour Breakfast/Afterschool Care Club should have read and understood the Terms and Conditions of use before signing the following declaration. This form must be signed prior to your child/children attending this club.

1. Having read, understood, and accepted all the statements outlined in the Terms and Conditions, I/We would like my/our child to be accepted into the Breakfast/Afterschool Care Club.
2. I/We understand that any decisions made by the Manager, and or, Governing body will be final
3. I/We agree to pay in full for all sessions as outlined in the Terms and Conditions and understand that the school will pursue all outstanding debts, and where necessary handing them over to Bolton Council Legal Department.
4. I/We will ensure that all information given to the club is up to date and relevant, especially in respect of my child's medical needs, and that appropriate contact numbers are provided.
5. I/We understand that in the case of After School Club a charge will be levied, and is payable immediately, for late pick up after my confirmed booking time.
6. I/We understand that in the case of After School Club a late pick up charge will be applied for any child/ren not collected by 6pm.
7. I/We undertake to inform the Manger if someone else will be collecting my/our child. I/We understand that staff will not under any circumstances allow my/our child to leave with an unknown adult without prior instruction.
8. I/We have read the information regarding fees and bookings and understand that all fees are non-refundable, unless there are exceptional circumstances.
9. I/We understand that no fees will be charged where clubs have to be cancelled due to electrical/heating failure, adverse weather conditions etc as long as I am able to arrange to collect my child in a timely manner.

Name of child/ren.....

Signature: .....Parent/Guardian    Date.....

Print Name.....

Relationship to Child.....