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Play Club Tel: 07543 164250  
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Website: [www.earley-st-peters.wokingham.sch.uk](http://www.earley-st-peters.wokingham.sch.uk)  
Headteacher: **Hester Wooller MA**

## Earley St Peter's CE Primary School Play Club Terms and Conditions

The Breakfast Club and After School Club is available for Earley St Peter's CE Primary School pupils between the ages of 4 – 11 years old in Reception to Year 6. Breakfast Club runs from 7.30am to 8.45am and After School Club operates from 3.15pm to 6.00pm.

### Booking and Registration

If you are interested in sending your child/ren to the Play Club, please complete a Registration Form and a Booking Form and return to the School Office or to the Play Club email [espclub@earley-st-peters.wokingham.sch.uk](mailto:espclub@earley-st-peters.wokingham.sch.uk). A one-off non-refundable registration fee of £25.00 will be applicable for all users. Forms are available from the school website or via the School Office. The School Office will contact you upon receipt of the Forms and advise you if spaces are available and advise how to pay the registration fee via Scopay, our online payment system.

If places are available, you will be contacted to confirm the place and requested to log into your Scopay account to make the payment, this is required prior to child/ren using the service. **Half a term's fees are payable in advance of the first session of each half term.**

Ad Hoc sessions can be booked, subject to availability, with a minimum notice of 48 hours in advance of the session and payment is required at the time of booking (weekends not included). Ad Hoc bookings will only be accepted from registered users.

Changes to regular bookings **must** be notified in writing to [espclub@earley-st-peters.wokingham.sch.uk](mailto:espclub@earley-st-peters.wokingham.sch.uk) with a **minimum of six weeks' term time notice (notice period does not include school holidays)**.

Should places not be available the child/ren will be placed on a waiting list. Parents/carers will be contacted when a place becomes available. If the place offered is not accepted within 48 hours, then it will be offered to the next child on the waiting list. All places will be offered from the waitlist based on the following criteria:

- Children who have a sibling at the club
- Children already at the club requiring extra sessions
- Children requesting the highest number of sessions

### Fees and Payment Methods

Fees are stated on the Booking Form. Charges are per session per child though Sibling Rates will apply to the second and subsequent children in the same family. Payment is accepted via three methods:

1. Online payment via Scopay (used for dinners, uniforms and trips)
2. Electronic Childcare Vouchers
3. Cheque: if online payment is not possible, as a last resort payment with a cheque will be accepted. These should be payable to *Earley St Peter's CE Primary School* clearly stating the child's name on the back of the cheque.

Please note that cash payments will not be accepted under any circumstances.

Fees will be reviewed annually and will be effective from 1<sup>st</sup> September.

## **Payment of Fees**

**Half a term's fees are payable in advance of the first session each half term.** If payment has not been received by the first session of the Half Term, the following process will be implemented:

1. If a child's fees have not been paid within 5 working days of receiving confirmation of the sessions, and a childcare voucher payment schedule has not been agreed, a text message reminder will be sent.
2. If the amount remains outstanding after 10 working days of the due date, a reminder email will be sent and a £20 Late Payment Charge will be added to your account. For each subsequent week the amount remains outstanding, £5 per week will be added to your account until the balance is paid in full.
3. If the fees and Late Payment Charge are still outstanding 15 working days after the due date, a cancellation of place letter will be issued for the immediate withdrawal of the Club and all fees due will still be payable. Your child's place will then be offered to a child on the waiting list and you will be moved to the bottom of the waiting list only after all fees have been paid.

Play Club Staff will not enter into any negotiations with parents about fees.

## **Cancellations / Attendance**

For Breakfast Club and After School Club, notice to cancel your child's space must be supplied with a **minimum of six weeks' term time notice (notice period does not include school holidays)** in writing by the parent/carer to confirm intention to stop use of this service. Fees will be owed for booked sessions throughout the notice period.

If any child/children are unable to attend a pre-booked session parents/carers **must** inform the Club Supervisor if out of school hours or the School Office during school opening hours in advance. This is to ensure the club has an up to date record of which children they are expecting.

Session fees are non-refundable, however in the event of a school closure a refund will be offered to all users for that session or an alternative date by mutual agreement. There will be no refund or reduction of fees for pupils who attend school or residential visits.

## **Withdrawal of Facility**

The club reserves the right to withdraw the use of this facility in the following circumstances:

1. Should the parents/users contravene any of the conditions contained in the Club's Terms and Conditions after sufficient notice has been served. Sufficient notice constitutes one verbal notification and one written notification.
2. Should any child appear unsettled or unhappy continually during club sessions.
3. Where it is the opinion of the club staff and the Headteacher that the continued attendance would be to the detriment of either the child, or other club members or staff.
4. Where it is the opinion of the club staff and the Headteacher that the level of additional needs was not fully disclosed by the parent/carer.
5. Where it is of the opinion of the club staff and the Headteacher that school property/premises have been disrespected.
6. Non-payment of fees when they are due.

## **Collection of children – After School Club**

If a person other than those stated on the Registration Form is to collect your child/children, the club must be notified in advance.

All children must be collected by the end time of their session. If this is not possible, e.g. traffic problems, the club must be notified as soon as possible by calling the dedicated club number, not the school. A signature will be required when children are collected along with the time of collection.

## **Late Collection of children – After School Club**

A Late Collection Fee will be charged if the child is collected more than 5 minutes after the end of the booked session. This charge will be made for every 15 minutes or part thereof. The first 15 minutes will start from the end of the booked session. After three late collections the late collection fee will be doubled for every 15 minutes. If a child has not been collected by 6.30pm and no notification has been given to the club, the club will contact Social Services.

The club is not responsible for any loss or damage to personal belongings. The club staff will keep all parents/carers informed of any behaviour issues that arise during the sessions as appropriate.

By signing the Registration Form you agree to abide by all the above Term and Conditions.