



VALENCE PRIMARY SCHOOL

EXTENDED SERVICES

The Breakfast Club and Gems After School Club

TERMS AND CONDITIONS

Revised September 2022

The below Terms and Conditions relate to The Valence Primary School Breakfast Club and After School Club (Gems) extended services.

Parents/carers who complete a registration form must sign the bottom of the registration form agreeing to these terms and conditions. By signing the registration form you agree that you have read and understood all terms and conditions and any queries should be clarified before signing the registration form.

ADVANCE-BOOKING FOR A NEW PLACE

- 1.Registration forms must be completed in advance before your child can be allocated a place. This includes accepting these terms and conditions.
2. For new applicants. a non-refundable deposit must be paid before your child can be

allocated a place. Please Note: This deposit must be paid to the school office by cash or Parent Mail The total amount of the deposit is £20.00, per club, per family. This is refunded on your final invoice.

Where ad-hoc days are required this needs to be agreed and paid for at least one day in advance.

3. Parents/carers must ensure all details on the registration form are accurate and up-to-date. Any changes must be made in writing to Jayne Noonan, club administrator office@valenceprimaryschool.com

4. Those on a club waiting list will be notified once a place becomes available and must notify the school if they no longer wish to remain on the club waiting list.

SECURITY AND ACCESS

5. To access the breakfast club, parents/carers must use the club entrance gate. Children must be signed in by **an adult** in the daily register on each morning they attend. **There should be no child being dropped off alone to sign themselves into club.** However, if your year six child walks to school alone, this will need to be put in writing to the breakfast club

St George Breakfast club only: The breakfast club gate is closed at 8.30am. Parents should take their child to the school office after this time. The office staff will then escort your child to breakfast club.

6. The Breakfast Club starts at 7.30am. Children must arrive before 8.25am if they wish to have breakfast. No breakfast will be served after this time. Lessons start at 8.45am and children will be escorted to class.

7. After School Club (Gems) starts from 3pm and children will be collected from class. Every child will be provided with a snack and a drink when they arrive. Dinner will be served between 4.30 — 5.00pm.

Afterschool club finishes at 6pm. parents can collect children any time before 6pm and we advise you to collect your child outside dinner serving time. Parents/carers must use the club gate to access the GEMS club.

FEES AND INVOICING

8. Breakfast Club - £3.50 per session per child (this is reduced to £2.50 for all other siblings).

9. GEMS Club - £5.00 per child per day for 3.00-4.30pm (this is reduced for all other siblings see below)

Or £10.00 per child per day for 3.00-6.00pm (this is reduced all other sibling see below)

| | | |
|-----------------------|-----------------|----|
| 1 st Child | 3.00pm – 4.30pm | £5 |
| Sibling 1 | 3.00pm – 4.30pm | £4 |
| All other siblings | 3.00pm – 4.30pm | £3 |

| | | |
|-----------------------|-----------------|-----|
| 1 st Child | 3.00pm – 6.00pm | £10 |
| Sibling 1 | 3.00pm – 6.00pm | £ 8 |
| All other siblings | 3.00pm – 6.00pm | £6 |

10. if your child is unable to attend a session, you must notify the club staff. You must also notify the school office if their absence means they will be absent from school.

11. Please Note: At the time of booking, you select specific days/dates which you would like your child to attend. if your child is unable to attend for any reason you will not be entitled to a refund. In the case that you have not yet paid for this session, the monies will be outstanding to the school and your child will not be able to take part in any extended school services until this payment has been made. Parents that undertake shift work will be charged for days attended in that month.

12. Parents will be provided with a Parent Mail Invoice, confirming their total fees per month and the amount due for the total period. Payment for clubs can be made at any point during the month. Those parents that are on a shift pattern their fees by the 15th of the following month.

13. Parents have three Payment Options.

a. As far as possible ALL payments should be made by Parent Mail.

b. Child Care Vouchers: Child Care Vouchers are accepted. If you choose to pay with childcare vouchers you must allow enough time for Valence Primary School to be registered with the childcare voucher provider. We cannot authorise any payment with childcare vouchers until the school is registered with the provider and payment is collected from the provider. Please note: Registering with childcare providers can take up to two weeks depending on the provider.

c. Cash or online banking in some circumstances

14. Parents/carers agree to abide by the late collection policy. Parents/carers that collect their child after 4.30pm (session 1) or 6.00pm (session 2) will incur a late collection charge of £5.00 for the first 15 minutes. Subsequent 15-minute blocks will be charged at an additional £5.00 each. ***This charge applies if late collections occur more than once in any half term.***

Parents/carers agree to pay this charge before their child continues to attend any extended school services.

15. The Breakfast Club and After School club will not run on days that the school is closed to pupils. Parents/carers will not be charged for days that the club is closed.

16. Outstanding payment: The school reserves the right to withdraw a place if payment is not made including late collection charges and any other outstanding fees from other extended school services. Payment is due by the last working day of the month in which it falls due. (e.g. January invoice paid by 31st January.)

GENERAL

17. Once your child has been allocated a place you must give one weeks' term time notice. (one week while the school is open) to cancel or amend the days required within this agreement. Any session within this one week notice period will need to be paid in full.

18. The clubs provide additional care outside normal school hours. The club policies and procedures reflect the school policies and procedures and parents can read the extended schools policies and procedures on request.

19. The school aims to provide a safe, stimulating and happy environment for all children.

20. We will endeavour to provide a high-quality service to children and will seek feedback from parents/carers from time to time. If you have any concerns. please contact the school.

GEMS CLUB

21. Parents and Carers must read, agree and sign to the Extended Services Terms and Conditions. The Extended Services late collection sheet is part of these terms and conditions. Your child's club placement is not confirmed until the school receives acknowledgment and signed agreement of the terms and conditions requested at the bottom of the club registration form.

22. It is extremely important that children are collected on time from the GEMS club.

GEMS club finishes at **6.00pm**.

23. Parents/Carers agree to make appropriate arrangements for their child to be collected at the stated finish time. Please be aware that late collection after this time will be charged. (See point 14 for details). Parents/Carers must appoint a responsible person to collect their child and those responsible persons must be named on the registration form. it is a parent/carers responsibility to ensure those authorised to collect children understand the importance of collecting the child on time. After two late collections in any half term period, a verbal warning and reminder about collecting your child on time will be issued. Subsequent lateness will be followed by a written warning and may lead to the GEMS place being withdrawn.

24. Please Note: Children will only be dismissed to the responsible adults named on the

registration form. **Under no circumstances, will children be allowed to walk home alone from Gems club.**

PARENT COPY ONLY

This agreement is between Valence Primary School and Parents/Carers.

Please complete and sign the section on the next page and return Jayne Noonan. The Agreement should be kept for your own records.

I have read this document and agree to all terms and conditions within it.

Signed..... Date.....

Parent/Carer of Class.....

Please contact Jayne Barrett by email office@valenceprimaryschool.com should you require any further information relating to the wrap around care.

FOR OFFICE USE ONLY – Please detach from main agreement and return to Jayne Noonan

This agreement is between Valence Primary School and Parents/Carers.

Please complete and sign the section below and return Jayne Noonan. The other copy is for your own records.

I have read this document and agree to all terms and conditions within it.

Signed..... Date.....

Parent/Carer of Class.....

Please contact Jayne Noonan by email office@valenceprimaryschool.com should you require any further information relating to the wrap around care.