



BANSTEAD JUNIOR WRAPAROUND CLUB

TERMS AND CONDITIONS

A. The Club

1. The club will be open during term time only. It will be closed during INSET days, school holidays and Bank Holidays. The club will remain open for early closures (please see specific times below).

2. Timings

Breakfast Club 07.30-08.45

Early finish 3.30 to 5.15 (snack)

Late finish 3.30 to 6.30 (snack and meal)

Early closure days (Parent Consultations and end of term – apart from end of summer term) 1.30 to 4.00

B. Payment

Breakfast Club £7.00

Early session £13.50

Late session £15.50

Early closure £10.50

1. **Payment will be charged monthly in advance.** Ad hoc sessions may be available (please contact the office on the day to arrange these).
2. Payment can be via Child Care Vouchers, via the Arbor booking system or Bank Transfer.
3. Once a place has been accepted, reminders will be sent via Arbor 7 days before payment is due.
4. Should we need to send letters/emails chasing overdue fees there will be an administration cost of £ 5 per letter/email.
5. If the fees are not paid, then the school retain the right to refuse your child entry.
6. Any fee increase will be made annually from 1 September. The Headteacher will give a 2 month notice of any fee increase prior to the new academic year.

C. Right to cancel

1. Parents can cancel their agreement by giving 1 months' notice.
2. The school can cancel by giving 1 months' notice or less for severe behaviour concerns (see section F.)
3. Should the parent/carers not pay the required remittance within 7 days, your child's place will be withdrawn from the 7th day.

D. Pupil illness/absence

The club is unable to cater for your child if they are sick. Should your child be sick on the day, you will be contacted to pick up your child and to make alternative arrangements. There will be no refund should this occur. Similarly, if your child is absent from school for whatever reason then there will also be no refund because of this absence.

E. Picking up your child

The school gates will close at 6.35 pm. Parent/carers should arrive no later than 5 mins before the child is due to be collected. Please inform the staff if you are running unavoidably late or someone different to the registered person will be picking up your child. You are required to sign out your child on collection. This is in line with the schools' safeguarding procedure We reserve the right to charge £5.00 per 5 minutes for late collection. If your child has not been collected after 30 minutes we will follow the Department of Education guidelines and inform Social Services.

F. Behaviour

The Club will follow the school's Behaviour Policy. Should your child fail to comply with the policy, The Club reserve the right to terminate the contract immediately. Should this be the case there will be no refunds.

G. Complaints

If you have a complaint, please refer to the Club staff in the first instance. If this does not resolve the situation, please follow the Complaints Policy which is located on the school's website or as a hard copy from the School Office.

AGREEMENT CONFIRMATION

I have read the Terms and Conditions and agree to follow these terms fully.

Name of child/children:

Class:

Signature of Parent/Carer:

Print name:

Date: