



**Breakfast and After School Club
Terms and Conditions
Culverstone Green Primary School**

Introduction

Culverstone Green Primary School Breakfast and After School Club exists to provide high quality out-of-school hours' childcare for our parents and carers. It provides a range of stimulating and creative activities in a safe environment.

The club operates from 7.45am – 8.30am and from 3.00pm-6.00pm term time. The cost of the sessions are as follows:

Breakfast Club	Cost	After School Club	Times	Cost
7.45am-8.30am	£3.50	Afternoon sessions with light tea	3.00pm-6.00pm	£12.00

How to book

Booking and payments need to be made eight hours before to secure a place. After this cut-off time, please liaise with the school office to confirm if there is a space for your child. Please note that days are not transferable.

Full payment should be made using Arbor– the schools on-line booking and payment system.

Refunds will only be given in the event of school closure or sickness. No monies will be refunded in the event of early collection or non-attendance.

Late collection

Charges will be made for late collection; please ensure you have a back-up plan in case of extreme lateness. Please see below for details:

- a. 18:01-18:30 = £10
- b. 18:31-19:00 = £20
- c. If your child is collected after 19:00 additional charges will be made to cover staffing costs and a letter will be sent home.
- d. If you are late collecting your child having already received a letter, you will then receive a 'final' warning letter stating that the child will be unable to attend for the remainder of the term if the child is collected at 19:00 again.

If children are not collected after a period of 30 minutes with no contact from parents or carers, the school has an obligation to contact Social Services.



Fees will be waived **only** if there is a significant traffic incident, which impacts on multiple parents. The school appreciates that we are surrounded by major roads, for example, A2 and M25 which on occasion have significant closures. It is vital that you have a support network in place for these situations.

Please ensure the school office has up to date emergency contact details. The school telephone number is 01732 822568.

Admissions

- Pupils and pupils of staff attending Culverstone Green Primary School and The Golden Thread Alliance Schools are invited to attend the club. Pupils who do not attend these schools or who are not children of members of The Golden Thread Alliance staff may attend through prior arrangements with manager or supervisors of the provision.
- All places are subject to availability.
- The registration process must be completed prior to the child's commencement at the club.
- All parents will receive a paper copy of this policy, and this policy is available to view via our school website.
- All club staff are made aware of the details of a new child.
- Children's attendance is recorded in a register.

Arrival and Departure

Breakfast Club

- Parents and carers are required to bring their child directly to the club and sign them in. You should enter the club via the hall door. Please do not let your child enter on their own. They must be accompanied by an adult.
- Children using breakfast club will be escorted/directed towards their classrooms by a member of staff by 8.30am.

After School Club

- All pupils booked into after school club will be escorted/directed to the school hall at the end of the school day. A register will be taken against the daily bookings, and any pupil on the list but not in person will be accounted for.
- On collection, parents will contact the after-school club staff via WhatsApp on a dedicated club mobile (number to be confirmed).

Behaviour

Whilst attending a club, children are expected to:

- Use socially acceptable behaviour.



- Respect one another, accepting differences of race, gender, ability, age and religion.
- Choose and participate in a variety of activities.
- Ask for help if needed.
- Enjoy their time at the club.

Positive behaviour is encouraged by:

- Staff acting as positive role models.
- Praising appropriate behaviour.
- Sticker rewards.
- Informing parents about individual achievements.

Dealing with inappropriate behaviour:

- Challenging behaviour will be addressed in a calm, firm and positive manner.
- In the first instance, if necessary, the child will be temporarily removed from the activity.
- Staff will explain why the behaviour displayed is deemed inappropriate.
- Staff will encourage and facilitate mediation between children to try to resolve conflicts through discussion and negotiation.
- Staff will consult with parents to formulate clear strategies for dealing with persistent inappropriate behaviour.

If after consultation with parents or carers, and the implementation of behaviour management strategies, a child continues to display inappropriate behaviour, the club may decide to exclude the child. The reasons and processes involved will be clearly explained to the child and their parent or carer.

The club reserves the right to cancel with immediate effect any contract where behaviour is not deemed safe for the child, other children, or adults in the club.

First Aid

- All accidents will be recorded in the school accident book, accurately reported to the parents and carers upon collection and signed by a member of staff.
- Accident records must give details of; time, date and nature of the accident, details of the child involved, type and location of the injury, action taken, and by whom.
- All incidents are dealt with by a qualified first aider.

Parents and carers of any child who becomes unwell during the club will be contacted immediately.



Payment of Fees

The club requires parents to pay their fees promptly, in accordance with our terms and conditions. Fees are to be paid in advance and payment is due for all contracted sessions even if your child is unable to attend their booked session.

The parent or carer signing the club's registration form is known as the 'contracting parent or carer' and is responsible for payment of all fees.

If a parent or carer is experiencing difficulty with payment of their fees, they should contact the school office staff as soon as possible. Our staff will treat all matters confidentially and arrange for discussions in private.

Procedures for payment of fees

- Fees will be paid online by Arbor at the time of booking.
- If you wish to pay for the extended services provision using childcare vouchers, please send a screenshot of the top up that you have made, or a confirmation email from the childcare voucher provider to cgpsfinance@golden-thread.org. The finance team will confirm that the payment has been made and will update your child's Arbor account with these funds. You will then be able to make the booking online, using the Arbor.

Related Whole School Policies:

- Child protection policy
- Equal opportunities policy
- Health and Safety policy
- First Aid policy

Due to Health and Safety regulations, only food provided by the session may be consumed on the premises.

***The Golden Thread Alliance may update these Terms and Conditions at any time which may include changes to the session timings and from half sessions to full sessions only. Any changes to the Terms and Conditions will be communicated in writing and we will aim to give as much notice as possible.**



**Culverstone Green Primary School
Breakfast Club
Registration Form**

DETAILS OF CHILD

Name:

Class:

Date of Birth:

PARENT or CARER DETAILS

Name of Parent or Carer

Telephone Number

Email Address

EMERGENCY CONTACT DETAILS

1st Contact Name:

Telephone Number:

2nd Contact Name:

Telephone Number:

3rd Contact Name:

Telephone Number:

ALLERGIES

DIETARY NEEDS

MEDICAL NEEDS



PARENTAL PERMISSION	✓ or X
I give permission for my child to receive basic first aid treatment or emergency medical treatment if necessary, including necessary transport to a suitable facility.	
I give permission for my child to have their photograph taken or be captured in film when deemed relevant or appropriate whilst in Breakfast Club. I understand this may be used for displays in the building, the Trust's websites, their social media pages or local press coverage.	
I give permission for my mobile number and email address to be used for communication by the school, such as text messages and emails.	
I give permission for my child to watch PG rated films.	

Breakfast Club Agreement

I.....parent or carer ofhave read and accept a copy of Culverstone Green Primary School Breakfast and After School Club Terms and Conditions and agree to abide by the terms therein as of September 2024.

I accept that I am the 'contracting parent or carer' for the above child and agree to make payments to Culverstone Green Primary School Breakfast and After School Club each month when booking online. The sessions in this contract are 7.45am – 8.30am and 3pm-6pm.

Parent or Carer signature	
Print name	
Date	
Signed on behalf of Culverstone Green Primary School	
Print name	
Date	

Please return completed forms to a member of staff at Culverstone Green Primary School.