



Terms and Conditions:

General

1. Butterflies After School Club is open to children attending Churchtown Primary School in Year 1 through to Year 6 and is run by school staff.
2. The club is open from 3.15 pm to 5.55 pm Monday to Friday during term time only.
3. The club provides a healthy snack and opportunities for children to take part in a wide range of planned and free play activities, including role play, arts and crafts, cookery, games, outdoor play and lots more.

Bookings

4. Bookings must be made on the form available from the school office/school website/ParentApp. All places must be booked in advance.
5. Enquiries regarding Butterflies After School Club should be made to the school office - Telephone 01704 508500 or via email to butterflieswraparoundcare@churchtown.org.uk
6. We aim to accommodate all requests made however places at the club are limited to 75 children.
7. If we are unable to offer your child a place on your chosen day(s) we will retain your details on a waiting list and we will endeavour to contact you should a place arise.
8. Your child's place at the club will be confirmed in writing. Once the booking is confirmed you will be guaranteed your requested day(s) provided all payments are made in advance, attendance is regular and your child's place at the club has not been withdrawn
9. Please inform the school in writing if you no longer require your child to attend Butterflies. At least 48 hours' notice of cancellation is required. The school will confirm the date of cancellation and arrange a refund if appropriate.
10. If your child will not be attending a particular session that they are registered for please inform the school giving at least 48 hours' notice.
11. In the event that you would like to change the days that your child attends Butterflies, a new booking form must be completed with your new requirements. The school will confirm in writing whether the new request can be met.

Payments

12. The charge for each session is £11.50 per child from September 2024. Payments should be made online **IN ADVANCE** via ParentPay. We are able to accept childcare vouchers issued by certain employers; the school is also registered with the government's Tax-Free Childcare scheme.
13. Payments must be made **IN ADVANCE** of the date of attendance. Payments must be for a full month/half term/or term in advance. Where a payment has not been received in advance, your child's place is not secured. We request payments in advance to avoid any debts incurred.
14. For one-off sessions payments must be made where possible in advance of, but no later than the day of attendance.
15. Refunds/credits will not be given for non-attendance. Any sessions that aren't attended will still be chargeable with the exception of activity holidays which involve an overnight stay)

Dietary Needs and Medical Conditions

16. It is the parents' responsibility to disclose any special dietary needs or medical conditions on the club's booking form and to inform the club in writing of any changes.

Withdrawing an offer of a place

We reserve the right to withdraw an offer of a place in the following circumstances:

17. Unacceptable behaviour resulting in distress or disruption to adults or children at the club.
18. Where a child has not attended the club for their allocated session(s) for a period of 3 consecutive weeks or more.
19. Where payments have not been made in advance and arrears are exceeding £25 we reserve the right to cancel the place with immediate effect. Action to recover payments due will be taken as detailed in the school's Debt Management Procedures (Financial Regulations).