

## Before & After School Club Policy Inc Terms & Conditions

### Overview

The before and after school club exists to provide high quality out-of-school hours childcare for our parents. It provides a range of stimulating and creative activities in a safe environment within a welcoming, caring and nurturing provision. The 'Terms and Conditions' below enable us to provide and maintain the highest standards of care and to ensure there is clarity about the contractual relationship between parents and the wraparound care. A copy of this document is provided to all parents of children attending the club and is also available on the school website [here](#). All parents must complete a booking form for each child attending the club and sign an agreement to adhere to the terms therein.

### Provision details

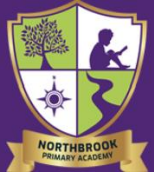
The club will be run by staff from Northbrook and led by our Before & After School Club Manager.

Before School Club	7.30am-8.45am
After School Club	3.15pm – 5.55pm.

### 1. Bookings

- a. Please book as early as possible as places cannot be automatically guaranteed due to staffing ratios. We will however make every effort to ensure all your childcare needs are met.
- b. Bookings 'on the day' can only be made by calling the school office. Please note to accept an 'on the day' booking, if a space is available, there must be credit on the child's payment account or payment must be made over the phone at the time of booking.





## 2. Pricing and Payments

- a. An up-to-date price-schedule is available from the school office and school website.

Before School Club: £5.00 (includes breakfast)

After School Club: £8.00 (includes snack)

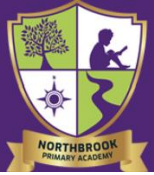
## 3. Admissions

- a. Only children attending Northbrook Primary Academy are eligible to attend.
- b. All places are subject to availability.
- c. The registration process must be completed prior to the child's commencement at the club.
- d. All parents will receive a paper copy of this policy and this policy is available to view via our school website.
- e. Non-contracted pupils are welcomed to use the club provided there are spaces and parents/carers have made payment on the day of booking.
- f. All club staff are made aware of the details of a new child.
- g. Children's attendance is recorded in a register.
- h. The current session capacity is 24 children.

## 4. General

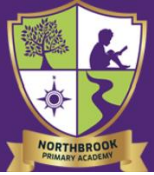
- a. In the mornings, parents/carers are required to bring their child directly to club and sign them in. You should enter the club via the external foyer at the Before & After School Club entrance, the staff will be alerted to your arrival when you press the doorbell situated on the right of the doors.





- b. When a child is collected at the end of or during a session, they must be signed out by a parent/carer or named collector and the time recorded.
- c. Parents/carers must ensure that any person who may collect their child is listed on the registration form and that it is kept fully up to date. Anyone who is sent to collect that is not on the registration form must be given password.
- d. Parents must inform the Operations Manager if their child is going to be absent by phoning the school office or emailing [enquiries@northbrookpa.org](mailto:enquiries@northbrookpa.org)
- e. Whilst attending club, children are expected to follow the school ethos and rules. The school behaviour management policy applies at all times, including the rewards and sanctions.
- f. Related Whole School Policies: The before and after school club is an extension of the school, so all school policies apply to the running of this provision. Of particular note are:
  - Safeguarding and Child Protection Policy.
  - Equal Opportunities Policy.
  - Health and Safety Policy.
  - First Aid and Administration of Medicines.
  - Online Safety Policy
- g. Parents of any child who become unwell during Club will be contacted immediately. If a child is sent home during school hours, the school office will inform the club of their absence.
- h. In the event that a child goes missing, the school procedure will be followed
- i. If a child has not been collected by 5.55pm parents will be contacted in the first instance by telephone. The additional contacts parents have provided will be telephoned in the second instance. If these contacts are unavailable after approximately one hour, the police and social services will be informed.



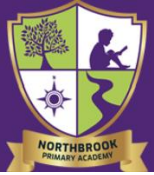


- j. A fee will be applied for late collection from 5.55pm onwards at £1 per minute per child/£10 per 15 minutes. This charge must be paid via ParentPay immediately.
- k. The club does not accept responsibility for accidental damage or loss of property. Parents are requested to label all children's clothing, including all outer wear, and that you keep your child's personal items to a minimum.
- l. The club may take photographs within the setting which may be used in promotional material. Permission to photograph your child will be checked via your child's original admissions form.
- m. Parents are requested to not use mobile phones within the setting or to take pictures of their children whilst they are inside the setting or whilst on school site.
- n. It is a legal requirement for the school to hold information about children using the club and its staff. Basic information is used for registers, invoices and for emergency contacts; however, all records are held securely.
- o. Should you have a complaint about our club or a member of staff, please inform the manager in the first instance. If the matter is not resolved to your satisfaction please follow the procedures set out in our Complaints Policy via our school website.

## 5. Payment of Fees

- a. Fees are to be paid in advance through Parent Pay into either the 'Before School Club' or 'After School Club' payment item. Payment is due for all contracted sessions even if your child is unable to attend their booked session\*. At a minimum, weekly fees must be paid by the preceding Wednesday.
- b. The parent signing the club's registration form is known as the 'contracting parent' and is responsible for payment of all fees. If a parent is experiencing difficulty with payment of their fees, they should contact the school office as soon as possible. Our staff will treat all matters confidentially and arrange for discussions in private.

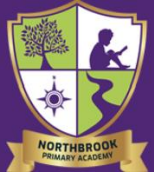




- c. The name of the payment system is ParentPay. You must credit your account with a week's fee in advance.
- d. Sessions will be 'released' for booking on a termly basis. Sessions will be allocated on a first-come, first-served basis. Parents will be informed when sessions have been released via text message and the school newsletter.
- e. For dishonoured payments, bank charges apply, which will be added to the amount of the fees sought from the parent. In these instances, the club reserves the right to add on any other reasonable costs incurred in seeking payment. We understand and will exercise our statutory right to claim interest and compensation for debt recovery costs under the late payment legislation [Late Payment of Commercial Debts (Interest) Act 1998] if we are not paid according to agreed credit terms.

\*Parents can change or cancel their sessions up to 4 weeks prior to their child attending a specific session without incurring a charge. Any change or cancellation after this point is non-refundable.





## Northbrook Primary Academy - Before/After School Agreement

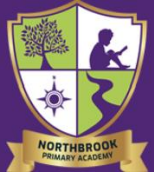
I ..... [PRINT NAME] parent/carer of  
..... [PRINT NAME] confirm that I have read and accept  
a copy of the club policy and agree to abide by the terms therein.

- I accept that I am the 'contracting parent' for the above child and agree to make payments in advance via ParentPay. I understand that I will lose my place if my account is in arrears.
- I understand I can change or cancel sessions up to 4 weeks prior to my child attending a specific session without incurring a charge and that any change or cancellation after this point is non-refundable.
- I understand that fees may change without this policy being re-issued. The latest price schedule will be available on the school website or from the school office.
- I understand that a fee will be applied for late collection from 5.55pm onwards at £1 per minute per child, and will be taken from my account the next working day.
- I agree to keep all contact, medical, dietary and other information up to date with the school office, as I understand this will be used by the before and after school club.
- I understand that the club will not release my child to anyone that is not named below, unless prior arrangement of a password is made with school.
- In case of emergency (outside of school hours), please contact the normal school office number on 01772 421 599 and extension number 5840 to be put through to the Before & After School Club.
- I understand that if my account goes into debt my place may be revoked.

Signature.....

Date.....





## Wrap Around Care Booking Form

Parent's Name

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Child's Name & Class

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Please indicate on the table below which wrap-around-care sessions you need to book for your child and return the form to the school office.

	Monday	Tuesday	Wednesday	Thursday	Friday	Price
Before School Club						£5.00
After School Club						£8.00

Please note that all charges are correct at time of printing but may be subject to increases.

We ask that you load funds onto your child's ParentPay account in advance, preferably half termly but weekly will suffice. We will then charge the account in advance for the following weeks provision. If you go into arrears you will be given 14 days to catch up.

***Your child's place may be withdrawn if arrears remain unpaid.***



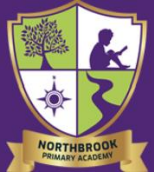
Bannister Drive,  
Leyland, PR25 2GB



01772 421599



[enquiries@northbrookpa.org](mailto:enquiries@northbrookpa.org)



## Nominated Individuals Authorised to Collect Your Child

Please provide on the list below the full names of all individuals authorised to collect your child from our Before & After School Club, including parents and carers. No child under the age of 16 is permitted to collect your child unless we have written permission from you, the parents

Name	Relationship to the child	Parent Signature

