

## **BEFORE AND AFTER SCHOOL CLUB TERMS AND CONDITIONS**

All bookings and payments for before and after school club (BASC) must be made via the Kids Club HQ website. You can find the link in the “Out of School Care” section of the Shavington Primary School website.

We accept the following payment methods:

- Tax-free childcare
- Childcare vouchers
- Credit/debit card

Please check the government website to see if you are eligible for Tax-Free Childcare.

There are two types of bookings – Contract (Pre-Booked) and Ad-Hoc (Flexi).

### **Contract (Pre-Booked) Sessions**

- For regular, repeating bookings (e.g. every Monday and Wednesday for the year).
- To cancel a contract session, you must provide 4 weeks’ written notice.
- To cancel an entire contract, you must provide 4 weeks’ written notice. Cancellation will take effect from the first Monday after we receive your notice.
- For contract amendments, any changes will take effect from the first Monday after we receive your request.
- Contracts automatically roll over into the next academic year. If you don’t want this to happen, you must give us notice before the current school year ends.

### **Ad-Hoc Sessions**

- For flexible, occasional bookings.
- These sessions can be booked or cancelled up until the session starts.

### **Fees**

Fees are payable monthly, in advance. Invoices are sent out in the last week of the month for the following month’s session. Fees must be paid promptly upon receipt of the invoice to maintain your child’s place in BASC. If your child misses a contract session due to illness, holidays, or school residentials/trips, fees will still apply.

A late payment charge of £10 will be charged for any fees outstanding at the end of the month in which the sessions take place. For example: June’s invoice is sent in late May and must be paid by the end of June to avoid the late fee.

We reserve the right to ban you from using BASC if fees are repeatedly not paid on time. Non-payment of fees may result in referral to the Trust’s debt recovery team.

If you are experiencing difficulty paying fees, please contact the school office as soon as possible. All discussions are confidential and, where appropriate, we may be able to arrange a payment plan with you.

After school club closes at 6pm. Please ensure your child is collected on time. A fee of £10 will be charged if collection times are not adhered to on a number of occasions. If you are delayed due to unforeseen circumstances, please contact the school as soon as possible.

We reserve the right to review and adjust fees. Any changes will only take effect after providing at least one month's written notice to parents and carers.

Parents/carers employed by The Learning Partnership Academies Trust are eligible for a discount. Please speak to the school office for further details.

I understand that:

- A registration fee of £10.25 is payable upon receipt of the first month's invoice
- Shavington Primary School cannot be held responsible for loss or damage to my child's property
- BASC follows the school's behaviour policy and that if my child does not follow the rules, it may be necessary to exclude my child from the club
- I will still be invoiced for contract sessions missed due to illness, holiday, school trips, or exclusion
- If my child is involved in an incident or accident, I will be informed
- My child will be treated by a qualified first aider if he/she has an accident and I will be informed
- It is my responsibility to keep the school informed of any alterations to the information they hold about my child. This includes medical conditions, contact details, and allergies.

**I acknowledge that I have read, understood, and agree to the above Terms & Conditions, including responsibility for any additional costs incurred due to late payment or late collection.**

More information about BASC can be found on the Shavington Primary School website.

If you have any questions or require further clarification, please contact the school office.