

Name of child:

Before &  
After  
School  
Provision

2018/19

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Parental Agreement

## **Breakfast and after-school provision**

**September 2018**

Dear Parent/carer,

From September 2018, before and after-school club will operate differently as detailed in the letter sent out previously. Our aim is to ensure that the children have access to the best possible provision throughout Early Years, KS1 and KS2. In order to achieve this we have made some changes relating to where the children will learn, the activities that will be on offer, the breakfast and tea menus and the charges for the provision.

From September 2018, breakfast club and after-school club will operate from the Beacon room in KS1, with children eating in the dining area. Access to and from this room will be via the gate close to the disabled parking area. All children are expected to be picked up and dropped off via this point unless informed otherwise. Please go to primary reception if you are collecting before 4:15pm as the children may be learning in a different area.

**Please note: after-school club will now end at 5pm each day. All children need to be collected by 5pm. A late charge may be added for late collections, where appropriate.**

### **Breakfast club**

Children will be able to access breakfast club from 8am until their classes start at which point they will be safely taken to their learning areas. Children will be offered a healthy breakfast with a hot option including milk or water to drink between 8:00-8:30 am each day. A range of activities will be provided for the remainder of the session. A full menu will be displayed in the beacon room at the beginning of each term. The cost for the breakfast club is £2.50 per session per child which is also payable in advance. Any outstanding monies will be invoiced on a monthly basis.

### **After-school club**

Children will be able to access after-school club from 3pm- 5pm each day. Children will have the opportunity to take part in various activities between 3pm and 4:15pm such as cookery, swimming, forest school and gardening, therefore the children may be away from the beacon room before this time if you wish to collect early. Please ask at primary reception where the children are at this point. The children will be provided with either a hot or cold tea and pudding including water to drink between 4:15-4:45pm. A full menu will be displayed in the beacon room at the beginning of each term. The children will then help tidy away and get their belongings ready for being collected by 5pm, the cost for after-school club is £9 per session per child which is also payable in advance. Any outstanding monies will be invoiced on a monthly basis.

Please clearly circle below the sessions you wish to book in for. Please note: by doing this you agree to your child attending those sessions on a permanent basis and will be charged for these, unless a request to change sessions is submitted in writing at least 24 hours before the change is required. Your request change will be dealt with and you will be informed in writing if your request is accepted.

| <b>Breakfast Club</b>               | <b>After-school club</b>      |
|-------------------------------------|-------------------------------|
| 8.00am to 9.00am                    | 3.00pm to 5.00pm              |
| <b>Monday</b>                       | <b>Monday</b>                 |
| <b>Tuesday</b>                      | <b>Tuesday</b>                |
| <b>Wednesday</b>                    | <b>Wednesday</b>              |
| <b>Thursday</b>                     | <b>Thursday</b>               |
| <b>Friday</b>                       | <b>Friday</b>                 |
| <i>Includes a healthy breakfast</i> | <i>Includes a healthy tea</i> |
| <i>Term time only</i>               | <i>Term time only</i>         |
| <i>£2.50 per session</i>            | <i>£9.00 per session</i>      |

**Collection of children from after-school club**

**All children must be collected by 5pm. A password must be provided.**

**Please indicate below everyone who has permission to collect your child/children**

Name:

Relationship to child:

Name:

Relationship to child:

Name:

Relationship to child:

Name:

Relationship to child:

**Collection Password:**

**PLEASE NOTE: Your child will not be allowed to go with anyone other than you without an agreed password being shared with the staff.**

## Terms and Conditions

### Fees and Financial

- All sessions must be booked in advance. Sessions should be paid for in advance however all outstanding monies will be invoiced on a monthly basis.
- Any absences will be charged at normal rate, unless 24 hours' notice is given in writing.
- We will endeavour to honour any requests to increase your session requirements subject to availability. If this is not available immediately we will add your request to our waiting list.
- You will be invoiced monthly; all invoices must be paid in full within 21 days. Failure to do so could result in the offer of provision being removed.
- Any debt recovery costs including administration time, postage and if appropriate small claims court fees will be added to your debt.
- Due to the staffing requirements, it is imperative that children are collected promptly at the end of their session. Late fees may be applied where appropriate. This charge is £10.00

## Expectations

For parents, staff and children

- Every child has the right to a positive experience at the provisions. Members of staff will welcome and treat every child with respect and we ask that your child does the same.  
(United Nations Convention on the Rights of the Child Article 15)
- Children are expected to behave as per the Academy's usual expectations. Children who behave in an unacceptable manner may no longer be able to attend the club as this would be deemed unacceptable and would affect the ability of the members of staff to carry out the club's aims.  
(United Nations Convention on the Rights of the Child Article 31)
- All staff, children, parents and carers are expected to behave well, show respect, be polite, look after equipment, follow the rules and boundaries and discuss any issues that may arise with the provision leader.
- All sessions are expected to be paid for in advance of attending, any issues with this can be discussed with the provision leader
- All staff, parents and children will adhere to the no personal phones rule. No mobile phones will be allowed in any of the areas at any time.
- All parents/ carers signing this contract agree to all of the terms, conditions and expectations.

Signed :

Dated :

**The information on this form will be processed electronically for administrative purposes and is subject to the terms of the Data Protection Act 1998 and revised guidance under GDPR May 2018. A copy of this is available on our website.**

**You must complete all of the sections in this contract and it must be signed and dated before your child can attend the before and/or after school provision. Please return this form to primary reception ASAP.**

