



Teversham Church of England Primary School

Teversham Out of Hours Club

Current Terms and Conditions

Welcome to Teversham CofE Primary School Breakfast and After School Club and thank you for choosing us to help you with your out of school childcare. We offer wrap around childcare during the school day for children from Reception to Year 6.

As a user of the provision we would like you to read these and sign to say that, whilst using the Out of Hours Clubs, you will adhere to the below terms and conditions. The level of fees will be set by the registered person and will be reviewed annually in the light of the club's financial position.

Hours

Teversham Out of Hours, hours are from 7.50 am to 8.45 am and from 3.15 pm to 6.00 pm, Monday to Friday, term time only. Our sessions currently run as follows:-

Breakfast Club	Afterschool Club	Afterschool Club
7.50 am – 8.45 am	3.15 pm – 4.30 pm	3.15 pm – 6.00 pm

Fees

Fees are payable by ParentPay, bank transfer, voucher, tax-free childcare (see www.gov.uk/tax/free-childcare for details), cheque or cash and must be paid In advance of sessions booked. Fees are reviewed annually and at least one month's notice will be given of any changes.

Our current fees are:-

	Breakfast Club	Afterschool Club 3.15-4.30	Afterschool Club 3.15-6.00
Per Child	£5.00	£6.50	£13.00

Late Charge

There will be a late pick up charge of £5.00 per child per 15 minutes after booked sessions have ended.

Late Payment of Invoices

If fees are not paid by the specified date on the invoice, a late payment charge of £10.00 per invoice will be incurred. If no payment is received, a debt collection process will commence.

Discretionary Circumstances

If a situation arises whereby you are facing financial hardship please contact the school office /Head Teacher as soon as possible, ideally before your payment due date on your invoice.

Absence

In order to retain a place, full fees are payable for any absences from booked sessions. In the event of unexpected, exceptional circumstances, arising fees may be waived after consultation with the Head Teacher. If a child is excluded from the school fees will be refunded.

Cancellation

Whilst we fully understand that there are times that circumstances mean changes in arrangements, to ensure smooth running of the clubs there is a 48-hour cancellation period. This is to enable us to offer the place to others on the waiting list.

Contacts

When you complete your registration form you are asked to supply contact details for responsible adults who can be called on whilst your child is at a club. We would ask that you give us access to a minimum of three adults including the main contact.

It is important to keep these details current and up to date so that we can contact you if necessary.

Medication

The registration form ask for medical details and any medication that your child takes. The clubs follow the schools medication policy which states that only medication that is prescribed by a doctor with their name on the prescription label can be administered.

If your child needs medication during their time at a club we ask that you complete and sign a medication form available from the school office.

Emergency Closure

Occasionally it may be necessary to close Teversham Out of Hours club due to circumstances beyond our control.

Industrial Action

If Teversham Out of Hours club closes due to staff industrial action then any fees payable for booked sessions which have been missed will be credited.

Withdrawal

Teversham Primary School reserves the right to withdraw a child's place, following discussion with parents/carers and in line with Teversham Primary Schools policies and procedures.

Collection by others

If the parent/carer is unable to collect their child, they must inform Teversham Out of Hours club by phone, email or letter via the school office, as to who will be collecting their child.

Policies and procedures

Teversham Primary School policies and procedures are reviewed by its Governing Body. These policies and procedures are available to all parents/carers via the website, and paper copies on request; these regulate how Teversham Out of Hours club is managed.

Annual review

To comply with legislation or operating requirements Teversham Primary School reserves the right to amend the Terms and Conditions at any time. Any changes will be notified in writing and will supersede all preceding Terms and Conditions.

Tax Credit

For details of tax credit that could assist you with your childcare fees, please call the tax credit helpline on 0845 300 3900 (text phone 0845 300 3909) or visit www.hmrc.gov.uk/taxcredits.

I have read and agree to the Terms and Conditions.

Name of Parent/Carer:

Name of Child:

Signature:

Date

Registration Form for Out of Hours Club

Child's Full Name	
Child's Chosen Name	
Date of Birth	
Address	
Contact No.	
Child's Class	
Parent/Carer name	
Contact no.	
Relationship to child	

Permissions and Consent

I give permission for a member of staff to encourage my child to apply sun cream and assist where required. YES/NO

Signature of Parent/carers _____ Date _____

I consent for my child to attend this club; I understand that the club has policies and procedures and that there are expectations and obligations relating to both the club and myself and agree to abide by them.

I understand that persistent lateness will jeopardize my child's continued place.
I confirm that the information given is correct and agree to notify the School of any changes.

Signature of Parent/carers _____ Date _____

Medical Form

Child's Full Name	
Doctor	
Surgery Address	
Telephone no.	
Does the child have any known medical problems or additional needs? (Please list)	
Any allergies or major dislikes? (Food or materials)	
Dietary requirements?	
Any other info?	