

Breakfast and After School Club Terms & Conditions



Extended Services

We aim to provide a high quality service which meets the needs of both parents/carers and children. For parents/carers, this means knowing that your child is safe and happy in a club that is reliable and offers a consistent service. For a child, this means an environment that is safe, supportive, encouraging, nurturing, a place to be with friends and make new ones, to try out different activities, to relax, to have fun and enjoy. Parents/carers are expected to give their support and encouragement to the aim of Veritas Primary Academy Breakfast and After School Clubs and to uphold and promote its good name. Veritas Primary Academy Breakfast and After School Clubs will ensure that appropriate standards of behaviour, discipline and hygiene are maintained.

Registration

Only children for whom a Registration Form has been completed and whose place has been confirmed in advance may attend the Breakfast and After School Clubs. All sessions must be pre-booked.

Booking Sessions

For convenience of parents/carers, you can manage your own session booking online using your Tucasi Scopay account. On receipt of the Registration Form the school office will make the online booking facility available and confirm this by letter along with instructions on how to do so. Spaces are limited to 40 for Breakfast Club and 30 for After School Club per day and therefore once the session is full you will be unable to book online.

All bookings must be made in advance and within a full 24 hour period of the date you require. If you need to book sessions outside of this period you must contact the school office who will advise if a space is available for you.

Bookings for sessions can be made online as far in advance as the end of the Summer Term providing there is sufficient credit on your account.

Payment of Fees

Breakfast Club:

The cost per session is £3.00 per day, £15.00 per week. Parents will be given one month's notice of any change in fees.

After School Club:

The cost per session is £7.00 per day, £35.00 per week. Parents will be given one month's notice of any change in fees.

A credit balance is required in order to book sessions, unless you are paying by childcare vouchers. Please advise on your booking form if you will be paying by childcare vouchers and note details of the provider.

If we are concerned about the balance of your account we may contact you to discuss a payment plan.

Veritas Primary Academy reserves the right to exclude children if fees remain unpaid after a reminder. Should you experience difficulties in payment, please contact the school as soon as possible.

Cancellation

If you wish to make any changes to the sessions you have booked you are able to do this online within a full 24 hours of the date. This is the minimum time required to cancel sessions. Sessions not cancelled within this timeframe will be charged for.

Session Details

Breakfast Club will run Monday to Friday from 7.45am to 8.45am including breakfast.

After School Club will run Monday to Friday from 3.30pm until 5.45pm including a light snack.

Both clubs will not operate in school holidays or on INSET Days.

Late Collection Fees

It is expected that all children will be collected from After School Club no later than 5.45pm. If your child is picked up late, there will be a fine of £5.00 for the first 15 minutes and then £10 pounds every 30 minutes after this. A voicemail is available for After School Club by calling the school number 01785 333400 and selecting option 2. Parents/carers are asked to use this to update the club staff if you think you might be late.

General Conditions

It is the responsibility of the parent/carer to sign their child out once collected from After School Club. All accidents, that staff are made aware of, are documented in an accident book. Should the need arise, the parents/carers hereby give their consent for first aid to be administered and or the emergency services to be contacted. The emergency contact details will be those held on the pupil's school record and our normal school procedures for notifying parents in the event of an accident will be followed.

Veritas Primary Academy Breakfast and After School Clubs will not be liable for loss of property brought onto the premises by parent/carer or child.

The parents/carers hereby confirm that they accept the authority of the Breakfast and After School Club Manager and staff to take all reasonable disciplinary or preventative action necessary to safeguard and promote the welfare of each child attending the Breakfast and After School Clubs. Parents may be required to remove the child temporarily or permanently if the conduct of the child is unacceptable and it appears to the supervisor that the continued presence of the child is incompatible with the interests of Veritas Primary Academy Breakfast and After School Clubs.