

Opportunities Club Snack and evening meal

Your child will be offered a healthy snack at 3.30pm. An evening meal will be **served at 4.30pm** and will need to be pre booked and paid for. If your child leaves before this time, then no snack will have been provided. There is not normally a choice of snack/evening meal (unless there is a dietary need). If your child requires a special diet, please let us know and we will make provision for this.

Grounds for Exclusion

- Persistent poor behaviour on the part of the child (which includes, but is not limited to, bullying, verbal abuse, physical violence, fighting, racial incidents, defiance, rudeness to others, dishonesty, disobedience and deliberate damage to property), or non-persistent incidents of particularly serious behaviour (for example which endangers children or staff).
- The staff will record poor behaviour on the incident register. Three recorded incidents may result in a temporary or permanent exclusion at the discretion of the Club Manager.
- Any discipline matters will be brought to the attention of the parents and Headteacher by Club staff.
- Where a parent/carer is in breach of any of our terms and conditions.

Refunds will not be made if children are excluded on the grounds set out above.

Reservation of Rights

The Club reserves the right to exclude a child or family from attending the club or to refuse to accept a booking.

The Club reserves the right to close the club on the grounds of staff shortage, unavailability of facilities, or any other reason which in its reasonable opinion necessitates closure. Reasonable notice will be given where possible.

The Club reserves the right to change these terms and conditions at any time and will give written notice of such changes to parents/carers.

- The Club shall not be liable for any direct or indirect loss suffered by parents/carers as a result of club closures under the terms of the agreement, including but not limited to loss of profits, increased costs or expenses or wasted expenditure.
- The Club accepts no liability for the administration of medicine in accordance with parents/carers written instructions. Medicines will not be administered in the absence of written instructions.
- The Club accepts no liability for loss or damage (including consequential loss) to property brought to the Club premises caused by the actions of children or third parties or for accidental damage caused by club staff.
- The Club accepts no responsibility for injury caused from pre-existing medical conditions which are not notified to the Club.
- In the event of non-payment, the school reserves the right to cancel the childcare place.



ST. JOSEPH'S
MALMESBURY

CATHOLIC SCHOOL & NURSERY FOR
CHILDREN AGED 2-11

Terms and
Conditions
Apr 26 - Mar 27

Club prices. The charges are per pre-booked session.

Breakfast club 7.30am—8.00am supervision only £2.50

Breakfast club 7.30am—8.00am supervision only £2.50

Breakfast – meal pre booked £1.30

Opportunities Club 3.20-4.20pm - £5.25

Opportunities Club 4.20-5.00pm - £3.50

Opportunities Club 5.00-5.30pm - £3.50

Opportunities Club 5.30-6.00pm - £4.00

Hot tea to be pre booked—£2.95

There is a late penalty charge of £3.90 for any child collected 5 minutes after the official closing time of the club and £3.90 charged for each additional 5 minute period. This charge will cover costs of staffing. Late pick ups will be noted upon signing out and an invoice raised to cover the additional charge over booked time. Any new bookings will not be honoured until late payment charges are settled in full.

**PAYMENT IN ADVANCE
TO ACCOMPANY BOOKING
Childcare will not be provided until full
payment received.**

Exceptions for childcare voucher schemes
agreed in advance of booking.

Payment for Sessions Booked Attended and Penalties

- **All bookings must be made using the club booking form** available to download from the school's website, or in hard copy from the school office **to include payer's signature.**
- To avoid disappointment we suggest booking at least 2 weeks in advance.
- It may be possible to book a "pot luck" place at short notice. This will depend on staffing ratios on the day and cannot be guaranteed. **Payment to be made at time of booking with an additional 10% administration charge added.**
- It may be possible to book Pot luck spaces for Breakfast club, if requested before 3pm the day before.
- **All bookings must be accompanied by the correct payment, with the exception of late pot luck bookings which must be paid on the day. Exceptions for childcare voucher payments need to be agreed in advance.**
- Method of payment is electronically using ParentPay or agreed childcare voucher provider.
- Failure to settle all fees and/or penalties when due may result in St Joseph's Catholic Primary School taking action (including legal action) to recover all outstanding debts. Use of the clubs facilities will also be withdrawn.
- Due to staffing arrangements, attendance is charged for **the whole session booked**, even if the child is collected earlier than the session end time.

Changes to booked sessions

Sessions which have been booked and paid for cannot be refunded except:

- Closure of the club due to unforeseen circumstances.
- In the event of a child missing 5 or more consecutive sessions due to illness (medical certificate required). Refunds will be payable after the second day of illness.
- All sessions booked are chargeable unless cancelled no later than the Thursday of the week before the week of childcare is required.
- Refunds will not be given for any dates not attended.

Booking additional/occasional sessions

- All sessions required are subject to availability as we must ensure that we have sufficient staff on site.
- No parent/carer should consider a booking as accepted until the Club Manager has confirmed the booking and it has been paid for in full.

Responsibility for Payment

The responsibility for payment of all fees, charges and penalties lies at all times with the person who has made the booking. Failure by the Club to make a written or verbal request for payment of fees does not constitute an excuse or reason for late or non-payment.

Penalties for Late Collection

It is the responsibility of all parents/carers collecting children to do so promptly at the end of the session. Failure to do so will expose the parent/carer to the payment of a financial penalty and will constitute a breach of the terms and conditions, entitling the Club to exclude the child from subsequent sessions.

- There is a late penalty charge of £3.90 for any child collected 5 minutes after the official closing time or booked time of the club and £3.90 charged for each additional 5 minute period. This charge will cover costs of 2 X members of staff to supervise your child.
- The penalty must be paid before the child is able to return to the club. Where the penalty is outstanding, and further sessions have been booked and paid for by the parent/carers, the club reserve the right to exclude the child, until the penalty is paid, without issuing a refund for sessions unattended.

Childcare Vouchers—Tax Credit Scheme

We are able to accept payment by childcare vouchers. Please contact the school office, who will confirm agreement for voucher provider and terms of use.

Complaints

Should you have cause for complaint about the Club there is a formal school complaints procedure. We hope that any concerns can be sorted out informally with the Club Manager or Head Teacher.

Registration

Data held on the schools' data base will be used to obtain personal information, emergency contact details, medical information, special dietary requirements, allergies etc. If there is additional information deemed necessary for club staff to be made aware of, please notify the Club Manager in writing.

Consents held for St Joseph's pupils will automatically transfer to the club. For example, photographic consent, food sampling, local walking trips/visits. Please contact the school office if you wish to withdraw consents during out of hours clubs.

Please refer to the school Privacy Notice located on the school website for further information regarding the school's data processes and legal processes regarding your data.

Sickness Policy

- Any child who has suffered from diarrhoea, sickness, high temperature/fever must be kept away from the club for a period of 48 hours after such condition has ceased.
- Should any child suffer any illness whilst at the club, the staff will use contact information provided to ask the parent/carer to come and collect the child as soon as possible.

Attending School Extra Curricular Clubs

Children may apply for school run sporting clubs. Places for these clubs will be allocated in the usual way, dependent on age restrictions and numbers. In the event that Extra curricular school clubs may be cancelled at short notice due to weather, coach sickness etc. an Opportunities club space will be offered to your child.

Sports club leaders will be responsible for ensuring children are delivered to Opportunities club should additional wrap around care been booked.

Collecting Children

Parents/carers collecting children will be expected to sign a register. Children will not be allowed to leave with anyone not known by club staff or by anyone not expected. If pick up plans change the club will need to be informed. 01666 822331

Breakfast Club—meal

A healthy breakfast of toast, cereal, yoghurt and fruit with a choice of milk or water, will be served between 7.30 and 8.10am if ordered and paid for in advance. If your child requires a special diet, please let us know and we will make provision for this.