



Extended School Club Agreement

Open Monday to Friday

Breakfast Club: 7.35am - 8.35am

After School Club: 3.00pm - 6.00pm

Term Time Only

Holiday Club: 8.30am - 5.00pm

Non-Term Time

We provide:

- ❖ A safe environment
- ❖ A fun and happy atmosphere
- ❖ Consistent and caring staff
- ❖ Quality activities based on the children's interests
- ❖ Easy drop off and collection
- ❖ Children being escorted to and from Extended School Club to their classrooms

A happy, fun and enjoyable way to start and end your child's day.



Contact Details: Please ensure all sections are complete, please put N/A if not applicable

Name of Child: _____

Address:.....
.....
.....

Date of Birth:/...../.....

Primary Carer Telephone Numbers:

Home:

Mobile:

Emergency Contacts:

Name:	Number:

Medical Requirements:

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Dietary Requirements:

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Useful Information, e.g. any additional needs:

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.....

Collection Password:

In the event that the main parent/carer is unable to collect, please contact Extended School to let us know and provide the person who is collecting this password to give to our staff.

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Extended School Club Terms & Conditions

Bookings:

- All bookings are made on School Spider.
- Places are subject to availability and allocated on a first come basis.
- Places are released on a half termly basis, becoming available to book on School Spider on Monday of the final week of each term.
- All bookings, whether for the half term or short term, must be completed by 2pm the day before the desired session.

Fees*:

- A £5.00 administration/registration fee is required for all our new pupils.
- Breakfast Club costs £6.00 and includes a healthy breakfast, drinks and activities.
- Afterschool Club costs £12.00 and includes a healthy snack, light tea, drinks and activities.
- Fees are payable at the time of booking.
- No refunds due to illness, absence or holidays. In the event of a cancellation made by us, then a refund will be offered.

*Fees will be reviewed annually

Notice:

- Four weeks written notice is required should you wish to change any booked sessions or leave the Extended School Club. Anything paid for beyond the four weeks' notice period will be refunded.
- You are required to pay for all sessions within the half term period regardless of whether the child attends.
- Notice must be given in writing to the School Office or the Extended School Club Manager; this is acceptable via email or in writing.

Collection Policy:

- Children may be collected at any time from 3.15pm and 6.00pm.
- In the event that you, the parent/carer, are unable to collect then please advise the extended school club of this as soon as possible and arrange for one of your emergency contacts to come to collect your child.
- As part of our safeguarding measures, please note that **passwords will be required for anyone unfamiliar to school staff collecting your child**. This helps ensure that all children are safely dismissed to authorised individuals.
- While we appreciate that accidents and delays on the roads and rail do happen, there is a £10 charge* for every ten minutes of late collection and after 6.00pm. If a child is not collected by this time, and there is no reasonable explanation given, usual school procedures will be followed.

Behaviour Agreement

- Parent/Carer must have read and signed the Behaviour Agreement provided before the child commences any Extended School Club.

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Behaviour Agreement

Children are entitled to childcare of the highest quality in a safe and secure environment.

The Extended School Club will promote the highest levels of care so that the children can have a happy and calm start and end to their day. We believe that this behaviour agreement shares your expectations and we look forward to your support in providing quality childcare for your child.

Our behaviour agreement is a summary of our full behaviour policy, which can be found on the school website.

The Extended School Club will:

- support, value, appreciate and respect each child and their family
- communicate readily with Parents and Carers about our behaviour policy and their own child's behaviour
- provide welcoming and friendly staff so that parents can discuss concerns readily
- provide a calm and happy environment where children are given warm and consistent care
- resolve conflicts promptly and fairly
- reserve the right to withdraw any place, on a fixed or permanent basis, due to ongoing behavioural issues

Children will:

- follow the behaviour guidelines
- respect other pupils, people and their belongings
- be polite, well-mannered, tolerant and considerate
- have a high regard for the school building and its equipment
- resolve conflict and disagreement in a non-aggressive way

Parents and Carers will:

- book and pay for all places on School Spider, no later than 2pm the day before the desired session
- drop their child off at the breakfast & after school club door no earlier than 7.35am and collect no later than 6.00pm
- notify the school or the extended school club of non-attendance and changes to contact details
- discuss children's behaviour and report any concerns
- read and discuss with the child the Behaviour Agreement

I have read, agree and fully understand the above listed terms and conditions.

Child Name: _____ **Parent Signature:** _____

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