



"Working together to achieve excellence"

Shirley Manor Before and After School Club Terms and Conditions

Contact Details

Parents/carers will ensure that **all telephone numbers and contact details and information on the registration form are up to date at all times.**

Advance Payment and Booking

Bookings can be made for the whole term or on a week-to-week basis. Parents/carers agree to book sessions at least one week in advance using the attached booking form. Fees are payable **in advance** using ParentPay and should be made no later than the Friday before the club is needed. **Cash payments are not accepted.**

Please log into www.parentpay.com, log into your payer account and locate the payment item you require:

- Breakfast Club
- Afterschool Club

Payment will be deducted from your account daily for booked sessions, so please make sure sufficient funds are allocated to the payment item. In the event of non-payment, you will be contacted and advised that the place has been withdrawn. Alternative childcare arrangements will need to be made.

Arrears

Children will not be permitted to stay to before or after school club if parents have unpaid fees. Reminder letters will be sent home for any arrears. If a second reminder is needed and fees remain unpaid, your child will not be permitted to attend the club until payment is made.

Cancellations

Please ensure that a **minimum of 48 hours'** notice is given to cancel or change pre-booked arrangements. It is not possible to swap days or refund monies due to non-attendance once a booking has been made. Parents / carers should be aware that it is their responsibility to check bookings are correct.

Late Bookings

Occasionally there may be availability on the day, which can be booked by calling the school office. Please be aware this will incur an **extra cost of £1.00 per session** and payment needs to be made the same day.

Opening Hours

Before school club hours are 8.00am until 8.50am 5 days a week.

After school club hours are 3.10pm until 5.30pm 5 days a week

Children will be able to access other extracurricular clubs within school at no extra charge.

Drop off & Pick Up

Breakfast Club - Children should enter Breakfast Club via the dining hall and report to a member of staff to be registered. At 8:45am school staff will take children to class.

After School Club – Class staff will bring children booked into the club to the Nurture Room and hand them over to After School Club staff; they will then transfer to the Nursery Classroom. Parents/Carers should collect children from the Nursery door. Children need to be collected and signed out by an adult named on the registration sheet. If someone who isn't named is collecting your child, you must inform the school office and give prior notification.

Late Collection from After School Club

If a child is collected after 5.30pm, parents / carers will be charged £5 for every five minutes they are late. Children will not be able to access the club until this has been paid.

(Exceptional circumstances will be taken into consideration by the headteacher).

PLEASE NOTE – CHILDREN MUST BE COLLECTED BY AN ADULT.

Behaviour

All children are expected to behave appropriately at the setting. If your child has a verbal warning due to poor behaviour or misuse of equipment, they will be expected to sit out for 5 minutes. The warning will be noted in the register. 3 warnings in one week will result in a one-day club exclusion.

Parent/Carers will be informed if their child's behaviour is inappropriate. We also ask that you help us to set the right example to the children by treating our colleagues with the respect they deserve whilst at work.

Medical Information

Unless stated in the allergies section on the form, I give permission for Shirley Manor Primary Academy staff to use antiseptic wipes and/or plasters should they be needed. Only medication prescribed by a doctor will be administered by the staff and we must have prior written permission of the parent / carer.

Data Protection

Parents / carers agree that photographs of their child may be taken for display at the setting. If we would like to use photos for any other purpose, e.g. publicity, we will seek written permission from parents / carers. All information which we have been given relating to your child, will be held securely and confidentially.

I have read and agree to the terms and conditions for Before and After School Club.

Signed Print

Relationship to child





Shirley Manor Primary Academy

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Before and After School Club Booking Form

Child's Name _____ Class: _____

I would like to book a place for the following sessions:

Week beginning: _____ 2021/22 for _____ week(s)

Session Times	Monday	Tuesday	Wednesday	Thursday	Friday
Breakfast 8.00am – 8.45am £1.50 a session (Breakfast will be an additional cost paid in cash on the day)					
After School 3.15pm – 5.30pm £4.50 a session (includes a light snack and a drink)					

Breakfast Menu:

Weetabix	30p
Rice Crispies	30p
Toast	20p per slice
Toasted Fruit Teacake	25p
Crumpets	20p each
Fresh Fruit	20p
Hot Chocolate Drink	25p
Fresh Milk	20p
Fruit Juice (orange, apple)	20p per carton
Breakfast package	60p
Cereal, crumpet or toast, juice or milk	

We have 8 places for Early Years children and 20 places available for the rest of school per session; these will be prioritised for those parents who need childcare due to work commitments. If you would like to reserve a place at one or both of the clubs for your child/children, please complete this form and drop it into the school office. Bookings and payment can be made for the whole term or on a week-to-week basis. **Advance booking is required no later than the Friday of the week before needed.**

I will use ParentPay to make a payment to confirm my booking no later than the Friday of the week before the club is needed.

Date booking required to commence from: _____

Parent/Carer's signature _____

Please print name _____ Date _____



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Before & After School Registration Form

Please complete this form for each child attending

Childs Full Name		
Date of Birth		
Class		
Childs home address		
Priority 1 Contact Name		Relationship to child
Telephone No.		Work Tel.
Priority 2 Contact Name		Relationship to child
Telephone No.		Work Tel.
Priority 3 Contact Name		Relationship to child
Telephone No.		Work Tel.
Known Allergies		
Medical Conditions		

Signed Parent/Carer Date

Please print name