



ANN EDWARDS CHURCH OF ENGLAND PRIMARY SCHOOL

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"Learning and achieving together in a caring community."

Do to others what you would want them to do to you- Matthew 7:12

Terms and conditions for Ann Edwards Breakfast & After School Club (Chillzone) September 2020

Breakfast Club Price (Not currently on offer from September 2020)

The cost of Breakfast Club is:

- £2.50 per session

After-school Club Prices

The charge per pre booked session is:

- Monday to Friday (3pm to 4pm) = £5.50
- Monday to Thursday (3pm to 6pm) = £9
- Friday (3pm to 5pm) = £8.00

Registration

All parents/carers must complete our registration form in full before a child can be accepted at Chillzone. Registration forms can be obtained from the Chillzone directly/ School Website/ Main School Office.

Any changes to the information contained on the registration form, whether it be contact details, medical details, change of address, etc., must be notified in writing by the parent/carer as soon as possible to the Chillzone Manager.

Payment for Sessions Booked/Attended and Penalties

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 Ann Edwards to exclude the child from subsequent sessions.

A penalty charge will be applied to your child's account, if you are late collecting your child. Penalty fees are charged at:

- £5 up to 10 minutes after the official session end time or closing time of the Club.
- £10 if you are more than 10 minutes late.

The above charges also apply if you have booked your child for the first hour until 4pm and are late collecting them.

At 30 minutes late and staff being unable to contact parent/carers the manager will inform the Designated Safeguarding Lead (DSL) and any further action will be taken as deemed necessary.



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/carer, the Club reserve the right to exclude the child, until the penalty is paid, without issuing a refund for sessions unattended.

All bookings must be made a minimum of 48 hours in advance. Once bookings are made, they are payable even if your child does not attend.

To cancel your child's place in After School Club or Breakfast Club you must give 4 weeks' notice, in writing to the Chillzone Manager. All sessions in the 4 week notice period are payable.

All fees and charges must be paid via Parent Pay or vouchers in advance. The fees are outlined above. Please ensure that at the beginning of each month, there is enough credit on your child's account to cover all Breakfast & after School Club fees for that month.

Any extra 'one-off' sessions will be charged to your account on the day.

Failure to settle all fees and/or penalties will result in your child losing their place in the Breakfast or After School Club and/or taking action (including legal action) to recover all outstanding debts.

Exemption from charges

Sessions which have been booked and paid for cannot be refunded except for one of the below reasons taking place:

- Closure of the Club (for example if it is required to close due to unforeseen circumstances).
- In the event of a child missing 5 or more consecutive sessions due to an illness a medical certificate will be required.
- If the Head Teacher deems it necessary to close the school, the after School Club will close (you will be notified via parent mail).

Booking additional /occasional sessions

All additional sessions requested by parents / carers are subject to availability as we must ensure that we have sufficient staff on site.

No parent/carer should consider booking as being accepted until a member of the Breakfast or After School Club staff has confirmed the booking.

Children who turn up at the Club to attend additional sessions without the parent /carer first booking will be looked after whilst their parent is called to come and collect them. The parent/carer will incur a fine of £10 on top of the occasional Breakfast or After School Club charge, per child.

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 Breakfast or After School Club to make a written or verbal request for payment of fees does not constitute an excuse or reason for late or non- payment.

Attendance

Parents must notify the After School Club if for any reason a child is not attending a booked session. You can do this by texting the Chilzone mobile or emailing the Manager.

OFSTED Registration

From September 2013 the Ann Edwards after School Club was inspected and registered as part of Ann Edwards School Ofsted registration.

Childcare Tax Credit Scheme

Ann Edwards after School Club co-operates with the Inland Revenue in verifying all claims made under the childcare element of the Working Tax Credits Scheme.

Sickness policy

Any child who has suffered from diarrhoea, sickness, high temperature/fever or conjunctivitis must be kept away from the Club for a period of 48 hours after such condition has ceased. Any child suffering from head lice must be kept away from the Club until the hair has been fully treated and cleared.

Should any child suffer from any of the above whilst at the Club, the staff will contact and ask the parent/carer to come and collect the child as soon as possible.

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 in the incident book. Three recorded incidents may result in a temporary or permanent exclusion at the discretion of the Club Manager.

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 Breakfast and After School Club reserve the right to exclude a child or family from attending the Club or to refuse to accept a registration.

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

Legal: Waivers, Exclusions, Jurisdiction

No failure or delay by the Breakfast or After School Club in exercising any of its rights or remedies shall prejudice or affect its ability to do so unless it has provided a specific waiver or release in writing.

These terms and conditions are governed by English law and subject to the jurisdiction of the courts of England and Wales.

Ann Edwards Breakfast and After School 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.

Ann Edwards Breakfast and After School Club accept 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.

Ann Edwards Breakfast and After School accepts no liability for loss or damage (including consequential loss) to property brought to Club premises caused by the actions of children or third parties or for accidental damage caused by Club staff.

Ann Edwards Breakfast and After School Club accept no responsibility for injury caused from pre-existing medical conditions which are not notified to the Club.

Contact Details

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