

Breakfast & After School Club - Terms and Conditions

These Terms and Conditions govern the basis on which we provide childcare services to you.

We will:

- Inform you as soon as possible whether your application for a Breakfast Club and/or After School Club place has been successful.
- Provide the agreed childcare facilities for your child at the agreed times (subject to any days when the school or nursery is closed due to training or other events).
- Notify you as soon as possible of any days on which the Breakfast Club or After School Club will be closed.
- Notify you one month in advance of any change to these terms and conditions, including opening hours. Any changes we notify you of will apply to all sessions running after the notice period whether you book them before or after we notify you.
- Accommodate changes in hours and additional sessions if the appropriate form is received in sufficient time and space is available.

What we expect from you:

- That you complete and return our Registration Form before your child can start at Breakfast Club and/or After School Club, and immediately inform us of any changes to the information provided.
- That you keep us informed as to the identity of the people who will be collecting your child from the After School Club. If the person collecting your child is not usually responsible for collecting them, we will require proof of identity and a password. If we are not reasonably satisfied that an individual is allowed to collect your child, we will not release your child into their care.
- That your child arrives at Breakfast Club **before 8.30am** if you would like them to eat breakfast. This is to give them time to eat, and the team time to clear up and prepare for the nursery session.
- That you inform us as soon as possible on 01278 452095 if you are going to be late collecting your child from After School Club at the end of their session.
- That you inform us as soon as possible on 01278 452095 or nursery@somersetbridge.school if your child will not be attending breakfast and/or after school club
- That you notify us if you wish to amend your child's hours, using the change of hours form. This form is available on our website.
- That you complete an additional session form if you wish to book additional sessions. This form is available on our website.
- That your child is dropped directly into Breakfast Club by a person over the age of 16 years old. We cannot accept responsibility for children who are released onto the school site unaccompanied. **We do not allow children to walk in alone.**
- That you collect or arrange for your child to be collected by a person over the age of 16 years old. **We do not allow children to walk home alone.**
- That you provide us with at least four weeks' notice in writing of your intention to withdraw your child from the Club. If insufficient notice is given, you will be responsible for the full fees for your child for one month from the date of the change.

Fees

Our fees are charged on a sessional basis.

CHARGES		
Breakfast Club	8.00am – 8.45am	£3.50
After School Club	3.15pm – 4.15pm	£3.50
	3.15pm – 5.00pm	£5.50
	3.15pm – 6.00pm	£7.00
Breakfast and After School Club (booked on the same day)	Until 6:00pm	£9.50*
<i>Siblings will receive 10% discount*</i>		

We will accept one-off bookings and changes of hours for clubs, if there are vacancies, and the appropriate form is received in sufficient time.

You may be eligible for support with fees from Child Tax Credits and/or Working Families Tax Credits. We advise you to call 0345 3003900 or visit the website at <http://www.hmrc.gov.uk/TAXCREDITS/>.

Some employers operate childcare voucher schemes which enable you to pay for the cost of your childcare tax free. You would need to ask your employer about this, and then, if necessary, the nursery could register for the scheme.

Our fees will be reviewed annually and if changes are made a half term's notice will be given in writing.

** This rate/discount does not apply to one-off bookings*

Holidays, Sickness and Emergency Closures

Fees will be charged when children are absent, on holiday and in the case of sickness. Fees will also be charged for emergency closures.

Fees will not be charged for planned closures such as inset days or bank holidays or when the child has been invited to attend a school activity or event.

Invoices

Invoices will be produced and distributed monthly in advance and will be e-mailed.

Invoices for additional sessions will be produced upon confirmation of booking.

Payment is due within 28 days of the date of the invoice or in accordance with payment plans, as agreed in advance & in writing with the Management Team.

Children starting mid-month will be invoiced on registration.

Payment is accepted by BACS, childcare voucher, cash or cheque made payable to Somerset Council. Receipts will be provided for payments received.

Notice period to cancel a child's place

You may cancel your child's place in Breakfast and After School Club by submitting four weeks' notice, in writing, to the Management Team.

If four weeks' notice is not provided in writing then fees will be charged in lieu (four weeks).

In the case of a breach of our Terms and Conditions or in the case of non-payment of fees or not keeping to a debt payment plan (as described in the section below "**non-payment of fees**") it may be necessary for the Breakfast and After School Club to cancel your child's place. In this case we will provide you with 7 day's written notice.

In the case of a breach of our behaviour agreement it may be necessary to cancel your child's place with immediate effect, in which case no fees will be charged from that date.

Late Collection Fee

Parents/Carers will be charged in the event of late collection.

Late fees will be charged as follows:

- Up to 5 minutes late = No charge
- 6 – 30 minutes late = £15.00 charge
- Over 30 minutes late = £30.00 charge

Late Payment Fee

Parents/Carers will be charged in the event of late payment.

If an invoice is not paid in full within the specified 28 days or a payment date is missed on a payment plan, then a late payment fee will be charged at a rate of £15.00.

Debt Management

Monitoring Payments in Arrears

1. The due date is set for payment on the invoice.
2. The Nursery Administrator checks payments against invoices on the due date.
3. All parents/carers who have not paid by the due date on the invoice will be contacted by letter (DL1) and asked for payment to be made within 7 days or for a payment plan to be agreed.

Payment Plan

1. A payment plan is agreed stating the outstanding amount, how the fees were incurred, the time scale and dates of payment and it will also include the default procedure of what will happen if a payment is missed.
2. A payment plan is signed by both parties, copy given to parent/carer.

Non-payment of fees

1. If the bill-payer does not clear the outstanding balance within 7 days of receipt of the letter (DL1), and no payment plan has been agreed, 7 day's notice will be given in writing (DL2) for the child's place to be withdrawn.
2. If the bill-payer defaults on the payment plan (if agreed), 7 day's notice will be given in writing (DL2) for the child's place to be withdrawn.
3. If the bill-payer does not clear the outstanding balance within 7 days of receipt of this notification, the child's place will be terminated on the date given in the letter (DL2).
4. The recovery of outstanding debt will then be pursued through legal channels.

Behaviour Agreement

The safety and well-being of our children is our biggest priority, and we aim to create a happy, safe and welcoming atmosphere. We believe in working together to ensure that positive behaviour is promoted successfully, and we thank you for your support.

A copy of the Behaviour Agreement and Terms & Conditions will be issued to every child attending Breakfast and/or After School Club, ahead of the start of a new academic year.