

## **EXTENDED SERVICES TERMS & CONDITIONS**

### **Breakfast Club £5.75 per day: 2<sup>nd</sup> Sept 2025 – 16<sup>th</sup> July 2026**

7.30am - 8:30am (Forest Site)

7.30am - 8:45am (Bridge Site)

### **Teatime Club £12:50 Per Day: 2<sup>nd</sup> Sept 2025 – 16<sup>th</sup> July 2026**

3.30pm - 5.50pm (Forest Site)

3:45pm - 5:50pm (Bridge Site)

### **PAYMENT**

Please remember that all payments must be a month in advance of a child attending the club.

Payments are made using Arbor, under the CLUB tab. Payments must be made at least 1 month in advance. Payments can also be made using Childcare vouchers or other financial support. Please contact the school's finance team.

If there are arrears on the account, your child's place in the club will be suspended immediately. Your child's place in the club is guaranteed. Therefore, you will still be charged if your child does not attend. This includes if your child is sent home from school.

Four weeks' notice period is required to cancel your child's place at the club.

### **FORCED CLOSURE**

Should there be a national or local emergency that forces the extended provision to close as per the government, local authority or public health guidance, we will require parents to pay 50% of their usual monthly Breakfast Club or After School Club fees for up to 2 months. Should such closure be for more than 2 months; parents will not be required to pay any fees beyond the first 2 months of closure.

Your child's place at the club will remain on hold (same hours and days will be available) until the club reopens and therefore full fees will apply. If you choose for your child not to return to the extended provision, once it has reopened, normal contractual notice will apply.

### **LATE COLLECTION**

Late collection will result in a minimum charge of £20 for the first 10 minutes. Each minute after 10 minutes will be charged at £1 per minute late. Persistent lateness will jeopardise your child's place at the Teatime club (3 late collections).

Parents are expected to call the club by 5:40 pm if they have not collected their child. In the case of late collection or an emergency, please ring the club's mobile number:

Forest Tea time club: 07393 668376

Bridge Tea time club: 07393 859607

## **MEDICAL**

I permit a trained member of staff to administer appropriate first aid if required. Additionally, I permit the administration of prescribed medication as per the instructions detailed in the completed "Administration of Medicine" form.

I permit Woodside's Extended Services to seek any necessary emergency medical advice or treatment if my child is involved in a serious accident. In the event of my child needing hospital treatment, I allow a member of staff to accompany my child to the hospital to seek advice and treatment from a medical practitioner. I expect to be contacted immediately on the provided numbers.

If my child becomes ill during a session, I agree to collect or arrange the collection of my child as soon as possible.

## **BEHAVIOUR and SAFEGUARDING**

I understand that the club shares the same behaviour and Safeguarding policies as the school and that there are expectations of the club, myself and my child.

All children are expected to maintain a high level of behaviour. In addition to the school policy, if children continuously disrupt the activities of the club, then their place at the club may be suspended for a period of time or terminated permanently.

Children must be dropped off and collected by an age-appropriate person, unless previously arranged as part of admissions.

## **CONFIRMATION**

I confirm that the information given is correct and agree to notify the school of any change in details.

I understand that all the school's policies will apply, including Child Protection and Safeguarding.

I understand that if my child is sick and does not attend school I still need to pay for the booked session as provisions have already been made.

I agree to give 4 weeks' prior notice to stop the club, and I understand that I will be charged for the 4 weeks' notice period.

I have read and accepted all the above conditions for my child to attend the club/s.

## **Woodside Primary Academy**

