



FOXES

BEFORE AND AFTER-SCHOOL CLUB

Foxes Club is a school-run childcare provision for pupils of Abbeywood First School and Year 5 & 6 pupils at Church Hill Middle School. Our aim is to strengthen the bridge between school, work and family life by providing quality care in a supportive, safe and caring environment.

The below Terms and Conditions relate to Foxes Before and After School Club extended services. Parents/carers who wish to use the service must sign a copy to agree that they have been read and understood. **Failure to do so may result in a booking being refused.**

Any queries should be discussed with the Foxes Manager before signing the registration form.

Terms and conditions

1. Registration forms must be completed in full before your child can be allocated a place. This includes accepting these terms and conditions.
2. Parents/carers must ensure all details on the registration form are accurate and up to date. Any changes must be communicated to the Foxes Manager.
3. Those on a club waiting list will be notified once a place becomes available and must notify the school if they no longer wish to remain on the waiting list.
4. The Breakfast Club starts at 7.40am. Children must arrive before 8.20am if they wish to have breakfast. No breakfast will be served after this time. School starts at 8.40am, EYFS pupils will be escorted to class, and all other children will make their own way to class to be registered.
5. Parents/carers agree to abide by the late collection policy. Parents/carers who collect their child after 6pm will incur a late collection charge of £5.00 per 10 minutes. This also applies for our 4.15pm and 5.15pm finish times.
6. The Breakfast Club and After School club will not run on days that the school is closed to pupils. Parents/carers will not be charged for days that the club is closed.
7. Regular registered users of the provision will be able to book additional ad-hoc sessions to their regular sessions (subject to **24 hours notice** being made to the provision manager). Additional sessions will be included in the next invoice.
8. If your child is unable to attend a session, you must notify the school via the school office or email foxesafterschool@abbeywood.worcs.sch.uk. You must also notify the school office if their absence means they will be absent from school.
9. If your child is unable to attend for any reason you will not be entitled to a refund. In the case that you have not yet paid for this session, the monies will be outstanding to the school and your child will not be able to take part in any extended school services until this payment has been made.
10. Parents will be provided with an invoice a month in advance confirming their total booking period and amount due for the total period. Fees will be payable through the school cashless ParentPay system or childcare vouchers.
11. If you choose to pay with childcare vouchers, you must allow enough time for Abbeywood First School to be registered with the childcare voucher provider. We cannot authorise any payments with childcare vouchers until the school is registered with the provider and payment is collected from the provider. Please note: Registering with childcare providers can take up to two weeks depending on the provider. Payments not received by the due date will be subject to a late payment fee of £5.00.
12. Outstanding payment: if there is an outstanding balance on the account, the place may be withdrawn, and pupils will not be permitted to access the aftercare services. This may include late collection charges.

13. **Once your child has been allocated a place you must give one months' term time written notice (four weeks while the school is open) to cancel this agreement. Any sessions booked within this one-month notice period will need to be paid in full.**
14. The extended schools' policies and procedures reflect the school policies and procedures and parents can read these on request at the school office.
15. The Foxes Staff aim to provide a safe, stimulating and happy environment for all children. The extended service staff reserve the right to exclude any child whose behaviour is irrespective of the school's behaviour policy.
16. We endeavour to provide a high-quality service to children and will seek feedback from parents/carers from time to time. If you have any concerns, please speak to the Foxes Staff. If this is not resolved, please contact the Foxes Manager. If you are unable to resolve this issue, please follow the schools formal complaint procedure.

EXTENDED SERVICES – LATE COLLECTION POLICY

Parents and Carers must read, agree and sign to the Extended Services Terms and Conditions. The Extended Services late collection policy is part of these terms and conditions. Your child's club placement is not confirmed until the school receives acknowledgment and signed agreement of the terms and conditions requested at the bottom of the club registration form.

It is extremely important that children are collected on time from our extended services as late collections can cause major issues for the school and staff. After School Club finishes promptly at 6pm.

Parents/Carers agree to make appropriate arrangements for their child to be collected at the stated finish time. Please be aware that late collection after this time will be charged at a £5.00 per 10 minutes. This includes our 4.15pm and 5.15pm finish sessions.

Parents/Carers must appoint a responsible person to collect their child and those responsible persons must be named on the registration form.

It is the parents'/carers' responsibility to ensure those authorised to collect children understand the importance of collecting the child on time.

Children will only be dismissed to the responsible adults named on the registration form. Any confusion which leads to the child remaining in the school's supervision, which will result in the late fee being charged.

On the first occasion that a child is collected late; parents/carers will be reminded of the late collection policy and on this occasion, will not be charged the late payment fee.

On the second occasion that a child is collected late parents/carers will be reminded of the late collection policy, and the extended services manager will contact parents/carers to discuss the terms & conditions and exclusion procedure.

Parents/Carers must contact the school if they are aware that they will be late to collect their child. Please contact foxes on 07843 130 910 after 3:30pm or if before 3:30pm, the school office on 01527 962794.

I have read and understood the Foxes Terms and Conditions and agree to abide by them. I am aware of my responsibilities in communicating any changes with the Foxes staff and ensuring prompt payment and collection.

Name of Child _____

Name of Parent/Carer _____

Signed _____

Date _____