



# FOXES

## BEFORE AND AFTER-SCHOOL CHILDCARE

### Terms and conditions

Foxes Club is a school-run childcare provision for pupils of  
Abbeywood First School

***Foxes before and after school club 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 complete a registration form must sign the bottom of the registration form agreeing to these terms and conditions. By signing the registration form you agree that you have read and understood all terms and conditions and any queries should be discussed with the Manager before signing the registration form.

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 made in writing to the Foxes Manager via email [FoxesAfterSchool@abbeywood.worcs.sch.uk](mailto:FoxesAfterSchool@abbeywood.worcs.sch.uk) or the Abbeywood school office 01527 962794.
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 club 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, reception children will be escorted to class, and all other children will make their own way to class to be registered.
5. An authorised adult must sign the attendee into The Breakfast Club on each morning they attend.
6. An authorised adult must sign the attendee out of the After School Club on each afternoon they attend.
7. 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 15 minutes. This also applies for our 5.00pm finish session.
8. 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.
9. Regular registered users of the provision will be able to book additional ad-hoc sessions to their regular sessions (subject to **48hours** notice being made to the provision manager). Additional sessions will be invoiced separately where space is available.
10. If your child is unable to attend a session, you must notify the Extended Services Staff via the school office. You must also notify the school office if their absence means they will be absent from school. Please Note: At time of booking, you select specific days/dates which you would like your child to attend. 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.

11. Parents will be provided with an Invoice sent via e mail 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, directly into the school bank account or childcare vouchers. 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 last day of the month will be subject to an overdue payment fee of £5.00.
12. As mentioned above, invoices will be raised monthly, we do however accept payment weekly, monthly. Please ensure this is however, clearly communicated to the Foxes manager to avoid the chasing of payment. The balance of your account must be zero by the end of the half term.
13. Outstanding payment: The Foxes staff reserve the right to refuse any child entry into club if payment is not made including late collection charges and any other outstanding fees from other extended school services.
14. 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 session within this one month notice period will need to be paid in full.
15. Foxes supervision is additional care outside normal school hours. The extended school's policies and procedures reflect the school policies and procedures and parents can read these on request at the school office.
16. 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 disruptive, following the school's behaviour policy.
17. We will 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 school's 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. Extended Services - Late Collection Policy It is extremely important that children are collected on time from our extended services as late collections can cause major issues for the school. After School Club finish promptly at 6pm. The time stated is bounded by the extended services late collection policy.

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 15 minutes. This includes all 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 parents/carers responsibility to ensure those authorised to collect children understand the importance of collecting the child on time. Please Note: 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 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 asked to sign a late collection agreement. The school office will automatically contact parents/carers regarding late fee payment.

On the second occasion that a child is collected late parents/carers will be reminded of the late collection policy and asked to sign a late collection agreement. The school office will automatically contact parents/carers regarding late fee payment and the extended services manager will contact parents/carers to discuss the 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 07742159591 after 3.15 pm or the school office on 01527 962794.

Name of Child \_\_\_\_\_

Name of Parent/Carer \_\_\_\_\_

Signed \_\_\_\_\_

Date \_\_\_\_\_