

# Brampton Primary After School Care

## Terms and conditions



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to build our future

### AFTER SCHOOL CARE

#### 1. Registration

You will need to complete a Registration Form for regular weekly sessions. We are unable to care for your child without this document being signed.

#### 2. Collection

Children will be collected immediately after school and taken to the conference room for registration.

#### 3. Meals

Each child will be given a healthy snack/meal served between 4.00 – 4.30pm. You will be given a weekly menu which will also be displayed on the Schools' Notice Board. All meats served will be Halal.

#### 4. Fees and discounts

Fees are £9.00 per session.

If two or more children in the same family are attending, a 50p discount per session for the 2nd /each additional child will apply. If you book your child/children into After School Care and decide you do not need the provision then please inform the school office before 12.00pm in order that the place can be given to other parents.

If you fail to inform the school then in this case the payment will not be carried forward.

#### 5. Late collection fee

Please notify the school office on **020 8472 0830** before 5.00pm if you are unable to collect your child/children by 6pm. If the school office is closed please call the After School Care number on **07873208139**. To cover staffing costs, a fee of £5.00 will be charged per 15 minutes or part thereof that your child remains in our care.

#### 6. Hand over of Care

On the Registration Form you are asked to give the details of at least two people who may collect your child if the need arises. Identification will need to be provided and you should always advise us as to who will be collecting your child if there is a change. We operate a password system for safe collection of children by anyone other than those listed on the Registration Form.

***ALL children must be signed out on collection from the After School Care.***

#### 7. Method of Payment

Payment must be made using the School Money system as described in the letter sent to you along with your PayPoint barcode slip which is unique to your child.

All payments and bookings are required to be made a day in advance.

For an emergency booking you will need to contact the finance office who will accept card or cash payment.

#### 8. Closure of provision in an emergency

If it is a management decision to close the After School Care provision at short notice due to very exceptional circumstances i.e. severe adverse weather conditions, no heating; burst water pipes, etc a full refund will be given for the day(s) the Club is closed.

***We are unable to give refunds if the Club is open and parents make the decision not to send their child(ren).***

9. Please note that the school reserve the right to refuse the service to any parent if they become abusive or use abusive language or fail to comply with our terms and conditions.