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**BREAKFAST AND AFTER SCHOOL CLUB**

**TERMS AND CONDITIONS**

**2020-21**

The Breakfast and After School Club will be solely managed by and be the responsibility of Little Green Junior School. All practices and expectations will follow the school’s policies and procedures with particular regard for, safeguarding, health and safety, behaviour management and equal opportunities.

**ADMISSION CRITERIA**

Admission into Breakfast and After School Club will be considered according to the following criteria.

A daily maximum of 30 places will be available to children who attend Little Green Junior School from Year 3 to Year 6. This may increase depending on staffing availability.

In the event of the Clubs being oversubscribed, the following selection criteria will apply in order of priority:

1. Places will be allocated on a ‘first come first served’ basis, with priority to those requesting 5 days. The principle being that the further ahead you book the more likely a place will be available.
2. At the start of each academic year, siblings of children currently enrolled, including at Malvern Way Infant & Nursery School, will have priority over non-siblings.
3. Children who have attended the club regularly, at least once per week, in the previous term.

**APPLICATION FORM**

Children can only attend the breakfast or after school club if an application form and any relevant medical forms have been completed. The club leader must have received, a fully completed and signed, application form at least 48 hours prior to your child attending. Application forms must be submitted by the deadline set, to ensure that your request is considered. Late applications will be reviewed after the first round of applications have been processed.

**BOOKINGS**

* Regular bookings will follow the admissions criteria (see above)
* Casual bookings must be received by email prior to 12.00pm on the preceding day. These are subject to availability and confirmation from the school.

Email: club@littlegreenjuniorschool.herts.sch.uk

**Please note: You will receive confirmation by email or telephone by 4.00pm that there is a place for your child the following day.**

**PAYMENTS AND CANCELLATIONS**

* Breakfast club £6.00 per child / session all or part thereof between 7.30am and 8.45am (Siblings including those attending Malvern Way Infant School £5.50)
* After school club £11.50 per child / session all or part thereof between 3.15pm to 6.00pm (Siblings including those attending Malvern Way Infant School £11.00)
* Staff discount will be applied at 50% of standard fees.
* This payment will cover the cost of a fully supervised breakfast/light meal, drink and activities. Food and drinks may vary subject to availability and special events.
* Fees will be payable half termly in advance or at the time of booking for casual places.
* Payments can be made via Schoolcomms or childcare vouchers.
* Please ensure that childcare vouchers reach the school by the deadline set by your provider.
* Payment in full must be received by the school by the invoice due date.
* If advance notice of late payment has not been discussed and agreed with the school, an administrative charge of £10.00 may be levied.
* Please discuss any payment difficulties with the school business manager as soon as possible.
* A minimum 14 days term time notice must be given, in writing, for cancellations or full payment will be due.
* There will be no reimbursement of fees for absence due to illness or other family circumstances, which prevent your child attending.
* Should the school be closed or the Clubs unable to operate for any reason reimbursement will be applied during the following half term’s charging period.
* Please note breakfast will not be guaranteed for arrivals after 8.15am.
* Fees will be reviewed periodically.

**TERMINATION**

* Notice in writing must be given to the club leader at least 14 term time days ahead of the proposed termination.
* There will be no refund if your child is required to leave the breakfast club due to unacceptable behaviour.
* The school reserves the right to terminate the club or withdraw your child from it at any time.

Should you have any questions or comments, please do not hesitate to contact our breakfast club leader or school business manager in person, by telephone 01923 773861 or email [club@littlegreen.herts.sch.uk](mailto:club@littlegreen.herts.sch.uk) for further information or support.

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**BREAKFAST AND AFTER SCHOOL CLUB**

I have read, understood and agree to abide by the terms and conditions of the breakfast and after school club policy document.

I accept that it is my responsibility to inform the clubs in writing of any changes to contact details and allergies or conditions, which may affect my child / children’s wellbeing.

**Child’s Name: Class:**

**Parent / Carer Signed: Name: (Please print)**

**Date:**