

Blackmoor Park Infant School and Kindergarten Extended Services Booking Form and Contract



Name of child:

Child's Year Group: Class:

Fee Structure as of September 2018:

Breakfast: £4.00 per morning for regular booked attendance*
£4.50 per session variable (irregular) (payment required at the before each session)

After School: £8.50 per session for regular booked attendance*
£10.00 per session variable (irregular) (payment required at the end of each session)

Holiday Club: £22.00 per full day session – booked session*
£16.00 per half day session either AM or PM – booked session*

** booked attendance is chargeable even if children do not attend due to illness, or other commitments.*

Prices are due for review, our aim is to keep childcare affordable and high quality.

Requested regular days (weekly for at least one half term):

	Monday	Tuesday	Wednesday	Thursday	Friday
Breakfast Club					
After School Club					

Irregular attendance at Breakfast Club – variable days

Irregular attendance at After School Club – variable days

Please provide details if possible:

Breakfast Club / After School Club

Holiday Club – Booking Forms will be sent home approx. 2 weeks prior to each holiday and can be booked online on the school website www.bpinfant.com

Please turn over...

Blackmoor Park Infant School and Kindergarten - Extended Services

Terms and Conditions: Parent/Carer Contract

1. OPENING HOURS

- 1.1 Breakfast club will operate between the hours of 7:45am and 8:50am each week day school day during term time.
- 1.2 After school club will operate between the hours of 3:15pm, the end of normal school day until 6:00pm each school day during term time.
- 1.3 Holiday Club sessions will operate between the hours of 7:45am and 6:00pm in all school holiday periods.
- 1.4 Our Extended Services are provided and managed by school staff and is registered with the Department for Education as approved under the Education Act 2002 section 27-28. Activities take place in designated areas of the school, utilising school facilities and within the school grounds.

2. BOOKING SESSIONS

- 2.1 Parents may book any combination of sessions.
- 2.2 Parents who require regular sessions should specify the sessions they wish their child(ren) to attend in advance of each half term period on the "Booking Form" indicating that it is a recurring booking.
- 2.3 Parents who require variable (irregular) sessions should specify this on the "Booking Form" and wherever possible inform the Extended Services team in advance.
- 2.4 Parents with emergency requests should contact the school office as soon as possible to make their request. Payment maybe required at the end of the emergency session.
- 2.5 **Any emergency requests or requests to vary sessions will be considered by the Childcare Manager and places offered if possible, taking into account staffing levels, number of pre-booked children and the OFSTED ratio of staff to children aged under 8 years and over 8 years restrictions.**

3. COLLECTION/DELIVERY OF CHILDREN

- 3.1 Any child(ren) who attend Breakfast club should be brought to the Kindergarten entrance.
- 3.2 Any child(ren) who attend sessions at after school club will be collected by staff from their infant classrooms (or junior school) and taken to the Kindergarten.
- 3.3 Parents should collect their child(ren) from the club by 6:00pm. If they are not able to do so they should contact the school to inform them of their expected time of arrival. Parents will be charged at late session rate for any child(ren) who are collected after 6:00pm. The current fee for collection after 6:00pm is £15.00 as the staff and caretaker must to be paid overtime for remaining on the school site. This should be paid to Blackmoor Park Infant School within 30 days.
- 3.4 Parents should indicate on the school admission form any other adults whom are authorised to collect their child(ren).
- 3.5 Parents must either collect or arrange for the child(ren) to be collected at the end of the booked session by an adult aged 16+. No child is allowed to leave the club alone. Any change in person collecting the child(ren) from those declared must be notified in writing, or by telephone to the school office on the day of collection before the child will be released to that person.

4. EMERGENCIES

- 4.1 Parents are required to complete a "Child Information and Contact Form" prior to the child(ren) attending school, and for this to be updated each academic year thereafter. Any change in any details should be notified to the school office to provide up to date information at all times. Parents will be required to provide details of allergies, special needs and dietary requirements, medical conditions, doctor's details and emergency and other relevant telephone numbers.
- 4.2 Parents will be required to complete an emergency treatment form indicating consent for staff to administer emergency treatment and seek hospital attention if required.

5. BEHAVIOUR

- 5.1 Children attending any Extended Service sessions are expected to adhere to school rules and expected standards of behaviour. Any misbehaviour will be reported to the parent/carers and managed in accordance with the school behaviour and/or bullying policies.
- 5.2 In the event of serious misbehaviour or recurrent misbehaviour the place at Extended Services for the child(ren) may be withdrawn.
- 5.3 The Governing Body reserves the right to withdraw a place with immediate effect due to severe misbehaviour.

6. ATTENDANCE

- 6.1 Once a session has been booked the child(ren) will be expected to attend.
- 6.2 If the child(ren) are unwell the school office should be asked to inform Extended Services that the child(ren) will not attend due to illness.
- 6.3 For any non-attendance of a pre-booked (regular) session fees are still chargeable.
- 6.4 When a child(ren) are taking part in an activity where they are representing the school for example a school team football match, fees are not chargeable. Parents/Carers are asked to inform Extended Services staff in advance.

7. PAYMENT OF FEES

- 7.1 Payment of fees is due for all booked sessions in advance. Payment may be made by a number of ways: Cash, Cheque, Childcare Voucher (numerous schemes accepted please ask for staff for more information), or Bank Transfer.
- 7.2 All payments will be issued with a receipt; Parents/Carers can expect a receipt when paying fees directly to a member of staff. Half Termly statements will be produced showing sessions booked and account status.
- 7.3 Current fees including appropriate food and drink (snack) are: Breakfast club £4.00(regular/pre-booked) £4.50 (variable/irregular), After School club £8.50 (regular/pre-booked) £10.00 (variable/irregular) and Holiday Club £22.00 (full day) £16.00 (half day). At least four weeks' notice will be given for any change to the fees, the fee structure will be reviewed annually by the Governing Body.
- 7.4 Fees will not be credited in the event the child(ren) fails to attend because they are on holiday or otherwise absent.
- 7.5 The full session fee will be charged even if the child(ren) is only present for part of the session, for example they attend a before or after school activity or are delivered late/collected early.
- 7.6 Any extra sessions or additional fees due by virtue of increased fees or a late session fee becoming due should be paid within 30 days following the session.
- 7.8 In the event that an account runs into arrears the parents will be notified immediately and asked to make payment. If the account is not settled within the stated period on the reminder letter, the Childcare Manager will suspend the place. If the amount remains unsettled the Finance Governors subcommittee will be notified and they will consider withdrawing all future use of additional school services.
- 7.9 In the event that a Parent/Carer is having difficulties making full payment for the Extended Services they are receiving they should contact the Childcare Manager as soon as possible to discuss the situation.

8. OFFSITE VISITS AND OUTINGS

- 8.1 I understand that my child may be taken off site on pre-arranged outings during the normal operation of Extended Services. This could be in the locality for example shopping for activities, or to the park during the holidays. It also includes advertised and arranged day trips during the holiday periods.

9. CONCERNS OR COMPLAINTS

- 9.1 In the event that a Parent/Carer has a concern or complaint about any Extended Service or facilities they should initially raise the matter with the staff on duty to attempt to rectify the matter.
- 9.2 If this does not give a satisfactory resolution it should be raised with the Childcare Manager, either in person or in writing if appropriate.
- 9.3 If unfortunately there is still not a satisfactory resolution then contacting the next course of action would to contact Headteacher for their consideration in writing via the school office.
- 9.4 The steps outlined in 9.1, 9.2 and 9.3 must be followed before the Governing Body would consider any complaint in writing for the attention of the Chair of Governors.

10. ADDITIONAL SPECIFIC PERMISSIONS

The permission below are in addition to the school permissions on your annual contact and consent form.

- My child can watch PG certificated films: Yes No
- My child can have their face painted: Yes No
- My child can have sun cream applied: Yes No
(Extended Services uses Nivea SPF50 Children's Spray suntan lotion)

I agree to adhere and accept the terms and conditions specified as above.

Signed

Name

Date