

**Temple Hill Primary Academy**  
**Breakfast Club & After School Club Terms and Conditions**

**Introduction**

The Breakfast and After School Club is run by Temple Hill Primary Academy and exists to provide high quality out-of-school hours' childcare for our parents. It provides a range of stimulating and creative activities in a safe environment.

The club operates from 7.00am – 8.30am and from 3.15pm - 6.00pm term time. The cost of the sessions are as follows:

Breakfast Club	Cost	After School Club	Cost
7.00am – 8.30am	£3.50	3.15pm – 4.30pm (no tea)	£6.75
		4.30pm – 6.00pm (includes a light tea)	£7.50
		3.15pm – 6.00pm (includes a light tea)	£12.50

**How to book**

Booking and payments need to be made by 3pm on the day of your required session to secure a place. Please note that days are not transferable. Bookings can be made through Childcare Bookings for Schools who manage all the booking, payment, customer service and administration associated with Temple Hill Primary Academy's wraparound care.

Please go to <https://templehill.cbfs.uk/> to register your child/children. Once registered you will be able to start making bookings using the 'Bookings' dropdown menu at the top. Please note, you will not be able to make a booking if your account has a negative balance. If you have any questions in relation to bookings and payments, please email [enquiries@childcarebookings.co.uk](mailto:enquiries@childcarebookings.co.uk) or call 01444 523335.

Amendments to bookings can be made if they are done so 24 hours before the session start time. To make a change, parents or carers must contact Childcare Bookings for Schools directly so that the relevant amendment to the register can be processed. Refunds will only be given in the event of school closure or sickness. No monies will be refunded in the event of early collection or non-attendance.

**Late collection**

Charges will be made for late collection; please ensure you have a back-up plan in case of extreme lateness. Please see below for details:

- a) 16.31-18.00 = full session payment of £12.50 will be charged.
- b) 18:01-18:30 = £10
- c) 18:31-19:00 = £20
- d) If your child is collected after 19:00 additional charges will be made to cover staffing costs and a letter will be sent home.

- e) If you are late collecting your child having already received a letter, you will then receive a 'final' warning letter stating that the child will be unable to attend for the remainder of the term if the child is collected at 19:00 again.

**If children are not collected after a period of 30 minutes with no contact from parents or carers the school has an obligation to contact Social Services.**

Fees will be waived **only** if there is a significant traffic incident, which impacts on multiple parents. The school appreciates that we are surrounded by major roads, for example, A2 and M25 which on occasion have significant closures. It is vital that you have a support network in place for these situations.

Please ensure that Temple Hill Primary Academy have up to date emergency contact details. **Direct Number is: 01322 224600.**

### **Admissions**

- Pupils and colleagues attending Temple Hill and The Golden Thread Alliance Schools are invited to attend the club. Pupils who do not attend these schools or who are not those of members of The Golden Thread Alliance may attend through prior arrangements with manager or supervisors of the provision.
- All places are subject to availability.
- The registration process must be completed prior to the child's commencement at the club.
- All club staff are made aware of the details of a new child.
- Children's attendance is recorded in a register.

### **Arrival and Departure**

#### **Before School Club**

Parents and carers are required to bring their child directly to the club and sign them in. You should enter the club via the link corridor door. Please do not let your child enter on their own. They must be accompanied by an adult. Children using breakfast club will be directed to their classrooms by staff by 8.30am.

#### **After School Club**

The club colleagues will take a register of all contracted children and liaise with the class teacher/school office to determine why a child is not accounted for.

#### **Departure**

- Parents and carers should enter the club via the link corridor door.
- When a child is collected at the end of, or during a session, they must be signed out by a parent or carer or named collector and the time recorded.
- Parents and carers must ensure that any person who may collect their child is listed on the registration form and that it is kept fully up to date.
- Parents must inform club staff if their child is going to be absent from club.

- All children must be collected by an adult over 16 as per school policy, but under 16s can collect siblings with written consent from parents or carers.
- Children will not be allowed to walk home alone. We strongly advise that parents and carers have contingency plans in place for collection of children in case of traffic / train delays that affect the whole area.

## **Behaviour**

Whilst attending club children are expected to:

- Use socially acceptable behaviour.
- Respect one another, accepting differences of race, gender, ability, age and religion.
- Choose and participate in a variety of activities.
- Ask for help if needed.
- Enjoy their time at the club.

*Positive behaviour is encouraged by:*

- Colleagues acting as positive role models.
- Praising appropriate behaviour.
- Sticker rewards.
- Informing parents about individual achievements.

*Dealing with inappropriate behaviour:*

- Challenging behaviour will be addressed in a calm, firm and positive manner.
- In the first instance, if necessary, the child will be temporarily removed from the activity.
- Colleagues will explain why the behaviour displayed is deemed inappropriate.
- Colleagues will encourage and facilitate mediation between children to try to resolve conflicts through discussion and negotiation.
- Colleagues will consult with parents to formulate clear strategies for dealing with persistent inappropriate behaviour.

If after consultation with parents or carers, and the implementation of behaviour management strategies, a child continues to display inappropriate behaviour, the club may decide to exclude the child. The reasons and processes involved will be clearly explained to the child and their parent or carer.

The club reserves the right to cancel with immediate effect any contract where behaviour is not deemed safe for the child, other children, or adults in the club.

## **First Aid**

- All accidents will be recorded on Medical Tracker and notifications will be sent to parents and carers via email.
- Accident records will give details of; time, date and nature of the accident, details of the child involved, type and location of the injury, action taken, and by whom.
- All incidents are dealt with by a qualified first aider.

Parents of any child who become unwell during the club will be contacted immediately. If a child is sent home during school hours, the club will be informed of their absence.

### **Payment of Fees**

Fees are to be paid in advance and payment is due for all contracted sessions even if your child is unable to attend their booked session.

The parent or carer signing the club's registration form is known as the 'contracting parent or carer' and is responsible for payment of all fees.

If a parent or carer is experiencing difficulty with payment of their fees, they should contact the school office as soon as possible. Our colleagues will treat all matters confidentially and arrange for discussions in private.

### **Procedures for payment of fees**

- Fees will be paid online via <https://templehill.cbfs.uk/> in advance of session
- If you wish to pay for the extended services provision using childcare vouchers, please contact Childcare Bookings for Schools who will advise you of the process.
- If you have any queries or questions in relation to bookings or payments, please contact the Childcare Booking for Schools customer service team via email [enquiries@childcarebookings.co.uk](mailto:enquiries@childcarebookings.co.uk) or call 01444 523335.

### **Related whole school policies**

- Child Protection & Safeguarding policy
- Equal opportunities policy
- Health and Safety policy
- First Aid policy

Due to Health and Safety regulations, only food provided by the session may be consumed on the premises.

**\*The Golden Thread Alliance may update these Terms and Conditions at any time which may include changes to the session timings and from half sessions to full sessions only. Any changes to the Terms and Conditions will be communicated in writing and we will aim to give as much notice as possible.**