

BUSBRIDGE BREAKFAST & AFTER SCHOOL CARE CLUB

club@busbridge-junior.surrey.sch.uk

07432 304 562

Terms and Conditions

Child Information

It is the parents'/carers' responsibility to ensure we have all relevant and up to date information for their children in our care. Please inform us immediately should any details change whilst your child/children attends the Breakfast & After School Care Clubs. We obtain all contact and medical details from Arbor.

Dates/Times

Busbridge Breakfast & After School Care Clubs run in term time only, from 7.50 am to 8.45 am and 3.30 pm to 6.00 pm respectively. There is no After School Care Club on the last day of term when School ends at 1.30pm.

Arrival & Collection

Breakfast Club – The pedestrian gate is open from 7.50am to 8.05am where parents / carers can drop off their child for breakfast club where a member of club staff will sign the child in. If you arrive after 8.05am, please call the club mobile on 07432 304562 and a member of staff will collect your child from the gate. Breakfast is available until 8.15 am.

After School Care Club - At the end of the school day, at 3.30pm children go to the Dining Hall and are registered by a member of the After School Care Club staff. If they are attending a school club, once registered, they then attend their club and return to us to be registered for the rest of the session.

The pedestrian gate is open between 3.25 – 3.35pm and then from 4.25-4.35. If you arrive outside of these times, please call the club mobile on 07432 304562 and a member of staff will open the gate for you to come and collect your child/children.

Your child must be signed out by a parent/carer on collection. Please inform us in plenty of time if your child/ children is to be collected by anyone other than a parent/ carer stated on Arbor and they do so with the knowledge of the terms and conditions of the club. Including if a child's sibling (under the age of 18) is due to collect. **We must have the contact details of this person.**

You will be charged for late pick-ups at a cost of £5.00 per child for every 5 minutes from the end of the booked session, ie 4.45pm or 6pm. However, this would be for emergency situations only and not to be used as a service. We will ask you when you call if there is an alternative adult that can be contacted to collect your child/ children by 4.45pm / 6pm.

Should you be unexpectedly delayed, you must ring the After School Care Club 07432 304 562 as soon as possible and speak to a member of staff. Please do not text.

Absences

You must inform us if your child is not attending a booked breakfast or after school session. Please let us know by contacting the club directly via calling the club mobile, texting or via email.

If your child is unwell please ensure you inform the Breakfast & After School Care Club, by ringing 07432 304 562 as well as Busbridge Junior School, on 01483 417302 in line with the school's Attendance Policy.

If your child becomes unwell during the school day and goes home, please ensure we are informed by you if they are booked into After School Care Club that day.

It is very important that if arrangements change, we are informed -

If a child is due to attend after school care club and is absent without explanation, staff will try to contact the parents/carers to find out why.

Our Safeguarding procedures would require us to contact the Police if the child's whereabouts remain unknown.

Booking & Payment

- Book the session/s required via the Arbor system.
- **Payment via Arbor** with a card transaction - pay at time of booking for all sessions or if booked for the term and you would like to pay monthly, send email confirmation to club@busbridge-junior.surrey.sch.uk stating monthly payment date and amount.
- **Payment via direct bank transaction** – the School's HSBC account details are available upon request and can be found on your invoice
- **Payment via childcare vouchers / government childcare payment scheme** - set payment up with your scheme and send over in your usual way. This payment will be topped up on your Arbor account once received.

Please send any enquiries directly to the Breakfast & After School Care Club; club@busbridge-junior.surrey.sch.uk.

For last minute bookings, please contact the club for confirmation from a member of club staff that a place is available, these queries will be answered by 3pm. Please do not contact the School Office to make or cancel a booking.

Payment

Payment is in advance / at the time of booking for all sessions, both booked and ad-hoc. The booking is not confirmed until payment is received. Please be aware that once a booking is confirmed, our cancellation terms apply for all bookings; ad-hoc, regular and one offs. We will periodically send reminders to parents regarding late payments. If a debt of more than £50 is incurred and this is not due to the whole term being booked, and payment has not been received, your child will not be permitted to attend the club until the account balance is settled.

Cancellations

Please note that cancellations with less than a week's notice will be charged. If your child is unwell on the day of a booked session, we are unable to offer a refund. **Please notify us on day one** of your child's absence, as following a week's absence, this will count as notice of cancellation. E.g. if a child was unwell for more than five school days, from day 6 the sessions would be credited.

Snow Days/Closures

If Busbridge Junior School is unable to open due to adverse weather conditions, or measures beyond our control and your child attends the Breakfast Club, we will contact you by 7.30 am or as soon as a decision is made and a credit will be given. Should the School remain closed on that day, or we have to close during the day and your child/ren is due to attend the After School Care Club, a full credit will be given for that session. Should the school have to stay closed, you will be credited up to a maximum of 4 sessions within 48 hours.

Medicines

If a child requires medicine to be administered regularly, i.e. an inhaler during the Breakfast/After School Care Club, then parents/carers should fill out a Medicine Request form (and supply medicine if not already held by Busbridge Junior School) giving details as requested.

Temporary Administration of Medicine forms are required for short term use of medicines and are available upon request. Any medicine handed in at breakfast club, must be done so by a parent/ carer and the club staff will take it to the office at 8.30am.

During an after school session, if a child requires medicine that is held by the school office, a member of club staff will take the child to the office by 4.30pm where one of the office staff will administer the medicine, this ensures the medicine stays in the school office. If the medicine needs to be taken home, a member of club staff will collect it from the office when the child is collected. It is the parent's/carer's responsibility to collect any medicines.

Policies

As the Breakfast & After School Care Clubs are being run by the school, all appropriate Busbridge Junior School Policies will apply. These may be viewed on the website: www.busbridge-junior.surrey.sch.uk