



PARK SPRING PRIMARY – BREAKFAST CLUB/AFTER SCHOOL CLUB AGREEMENT 2023/2024

This agreement is made on (Date) between Park Spring Primary (the childcare provider) and (parent/guardian).

Child/children's name

1.
2.
3.
4.

Start Date

The childcare provider agrees to provide childcare to the child/children of the parent or guardian from..... (date).

Place of Childcare Provider

The childcare provider's designated place of care will be at: The Dining Room, Park Spring Primary.

Hours of Care Required.

These hours represent your booking to secure your child/children's place at Park Spring Primary School Breakfast Club and/or After School Club. The invoice(s) relating to this booking will be payable in full, (whether your child attends or not), 2 weeks from the date of issue.

Contracted Days:	Mon	Tues	Wed	Thurs	Fri
Contracted hours:					
Breakfast Club:
After School Club:



Rates of Charge

Breakfast Club	
7.45am – 8.55am	£4.20 per session
8.15am – 8.55am	£2.10 per session
After School Club	
3.15pm – 5.30pm	£10.00 per session

Please note that these rates are subject to change. There will be a yearly review of fees and you will be informed of any increase in writing.

Once the invoice has been raised there will be no alterations to the fees due.

Payment

Payment must be made on ParentPay and is charged to you one month in advance on the 1st day of each month.

Interest

Please refer to our debt collection policy.

After two weeks of arrears a reminder will be sent. If these two weeks arrears remain unpaid for a further two weeks, four weeks will be charged at 5% per week interest (on the outstanding balance) plus an administration charge of £25. The place(s) at Breakfast Club and/or After School Club will also be withdrawn.

Termination of Agreement

Any changes in the days and hours of childcare you require must be given in writing during the half term – giving at least four weeks' notice. You will receive written confirmation of the changes and a new agreement will be made at the commencement of the new half term.

If the four week notice period is not given, fees will still be charged.

Signed

Provider:

Print name:

Parent/Guardian



PARK SPRING PRIMARY SCHOOL
BREAKFAST CLUB POLICY
Policy Revised 17/06/22

Aims:

- To support working parents by providing before and after school childcare from 7.45am until 8.55am for breakfast club and 3.15pm until 5.30 for after school club.
- To offer the children breakfast (choice of toast, cereal, water, juice or milk) in a safe and friendly environment in breakfast club and to offer children a meal (the menu is on the school website) at the end of the school day in after school club.

Ground Rules:

- The breakfast club and after school club will be run by Park Spring Primary School.
- The clubs are currently operating for children attending Park Spring Primary School only.
- The clubs will only be able to take in children attending our school from Reception to Year 6.
- The club(s) will provide a balanced breakfast at the beginning of the day and a light snack at the end of the day.
- Staff will be responsible for the care and management of children, treating them with respect at all times. Children will not be allowed to leave breakfast club or after school club to play outside unsupervised.
- The club will comply with environmental health food safety standards.
- There will be at least two members of staff in attendance at any time and legal guidelines relating to the adult/child ratio will always be adhered to.
- All children are expected to behave well, show respect, be polite, look after equipment and resources, be cooperative and courteous to staff and to each other.
- All children are expected to abide by the rules of the club.
- Children who continue to behave inappropriately after the behaviour policy has been implemented will be excluded from the club – either permanently or temporarily depending on circumstances and in accordance with the Behaviour Policy. In addition, there will be no re-imbursement of fees and the full collection of any debts will be pursued.
- Places for breakfast club and after school club need to be booked and paid for at least two weeks in advance. The school reserves the right to exclude a child if fees are not paid. If we do have vacancies, we can accept short notice/emergency bookings.
- Breakfast Club - The charge of £4.20 per session 7.45 to 8.55 or £2.10 8.15 to 8.55am covers the cost of care, breakfast, drinks and activities during term time.
- After School Club - The charge of £10.00 per session 3.15pm to 5.30pm covers the cost of care, a meal, drinks and activities during term time.



(Fees will be reviewed annually. Full payment will be required for absence due to illness, school trips or holiday taken during term time.)

- Parents in receipt of childcare vouchers are responsible for ensuring that their account is not in arrears. Please note that our contract is with you and not with your employer therefore, in the event that your account is in arrears due to awaiting payment from your employer, you are expected to clear these arrears within four weeks.
- In breakfast club at the end of the session all children will be taken to their classroom.
- In after school club – at the end of the school day all children will be collected from the classrooms and taken to the after school club setting.
- Parents are required to keep the school informed of any emergency contacts via the school office as well as notify the breakfast club leader and the after school club leader.
- Occasionally photos may be taken of the breakfast club and after school club children for display purposes. If you object to your child being photographed, please ensure the appropriate box is ticked notifying the breakfast club and after school club teams.
- Four weeks written notice needs to be provided if you no longer require a place at the breakfast club and/or after school club. Eight weeks' notice will be given to parents if we are no longer able to provide the service.
- In the event of a parent wishing to make a complaint, this should be made in the first instance to the breakfast club and/or after school club leader. If a parent is still concerned, then the matter should be taken to the Governing Body in writing.
- If the breakfast club and or after school club is closed due to any emergency circumstances, e.g. snow, the cost of the session will be reimbursed.
- Parents/guardians are asked to show agreement with these ground rules by signing and returning a copy of this policy. We regret we are unable to offer a place without a signed agreement.

I give ☐ I do not give ☐ permission for my child/ren's photos to be used in displays. (Please tick relevant box)

These ground rules are agreed on behalf of

..... (Name of child/ren)

Signed (Parent/Guardian)

Date