

## **Breakfast & After School Clubs Terms and Conditions**

### **Admission**

- Parents/Carers will be required to complete an Application Form indicating the days they wish their child to attend.
- Once the admission is secure, the parent/carer will be contacted to confirm the place. The child's place will be secure until such time as a parent wishes to withdraw their child.
- Parents/Carers are required to give **one month's notice** if they no longer require a place for their child at the Club, or wish to change their regular day on a permanent basis.

### **Fees**

- The cost of providing a high quality, safe environment service for children is not inexpensive and to ensure the high standards and sustainability of the clubs, it must ask that parents/carers respect the fees policy.
- The level of fees is set by the Governing Body and is reviewed annually. The next review will be April 2025 with a term's notice given of any change. The fee per **Breakfast Club is £5.50 (7.30am – 8.50am)**. The fee per **After School Club is £12 (3.15pm-6pm)**.
- All Club users need to have been pre-registered.
- Payments of fees will be **monthly in advance**, fees will uploaded to ParentPay.
- Payments will need to be made through ParentPay (we do not accept cash or cheques). Child Care Vouchers, Childcare Grants and Salary Sacrifice Schemes will be accepted and will be paid directly to the school bank account via the provider (details on request) and must arrive in the school bank account by the due day.
- Children may **not** attend Breakfast or After School Club on an ad hoc basis. However, children already enrolled in the clubs may change days on an ad hoc basis, but only with 24 hours' notice.
- All payments are non-refundable (except for when the school is closed for unforeseen circumstances) and child absences and holidays taken within term time need to be paid for.

### **Late Payment**

- If full payment has not been received by the due date, one of the managers will contact you to check your circumstances.
- Any invoices unpaid two weeks after the due date and for no good reason will be referred to the Governing Body.

### **Late Collection**

- School closes at 6pm and any staff who have to stay late must be paid overtime. **Collecting your child late may happen occasionally, but if any parent/carer is regularly late to collect their child at 6pm, a late collection fee will be charged of £5 per child for each 5 minutes** (e.g. 5 minutes late = £5 charge, 10 minutes late = £10 charge etc)

### **Attendance**

- If your child will not be attending the pre-booked afternoon session, you must inform the Club Manager of this absence by 8.30am that morning. A register will be taken at the start of the afternoon for After School Club and it is essential that staff are not wasting time looking for that child and finding out where they are.

**All queries should be directed to [breakfast.afterschoolclub@st-monicas.enfield.sch.uk](mailto:breakfast.afterschoolclub@st-monicas.enfield.sch.uk)**

**Breakfast Club – Mrs Murphy**

**After School Club – Mrs Weston**

**If you have an emergency during the day please call the school office 020 8886 4647**