



## Breakfast & After School Club

### Terms and Conditions

- Bookings, cancellations and payments are managed via ParentMail. Payment is required in advance to secure your club booking. **The “Pay later” option is only available when payment is being made by a childcare voucher scheme (or Government Tax Free Childcare). Direct payment must be made at time of booking.** Persistent non-payment will result in you losing your space, as school cannot carry any parental debt.
- Parents may cancel unrequired sessions via ParentMail. This must be done in advance, 1 day prior to the booking.
- If you need to cancel your booking on the day, please call the school office before 2pm to advise. We are unable to refund sessions if we are not advised in advance. This includes when your child is absent from school.
- School must be notified in advance of your first booking if you intend to use childcare vouchers/tax free childcare to ensure we are set up to accept the voucher from your provider.
- Payment via childcare vouchers must be made immediately upon booking to allow us to process the payment.
- If we need to chase for non-payment, an admin charge of £10 will be added to your account for each time school contacts you.
- Children must be collected promptly at the end of the pre-booked session. If you book one of the earlier sessions and arrive late to collect your child, you will be charged until the end of the next session.
- Food for children staying after 4.30 is pre-ordered each day and prepared by the school caterer. If your child stays later than the session booked, we are unable to guarantee their first choice of food. All dietary requirements and special menus that are in place in school will be followed.
- If you arrive after 6.30pm a late fee of £10 per 15 minutes will be applied. Should you persistently arrive after 6.30pm to collect your child their place will be withdrawn.
- Full booking instructions can be found on the school website.