



Boughton-under-Blean and Dunkirk Primary School Breakfast, Twilight and Late Care Clubs



TERMS & CONDITIONS SEPT 17

- All Breakfast Club children must be signed in by an adult. All Twilight & Late Care Children must be signed out by an adult.
- Any person signing a child into Breakfast Club or out of Twilight or Late Care must be over the age of 16 years.
- Fees are required to be paid promptly by the given date on the termly invoice. Payments can be made via Schoolcomms, cash or cheque to the School office or to the club staff. Twilight “drop in” sessions must be paid on collection of your child. Childcare vouchers are also accepted.
- Notification to cancel your child’s permanent weekly space/s must be given before the forthcoming term begins otherwise you will be charged fees for those sessions.
- Late payment of fees will incur a £5 charge. Fees outstanding for more than a term may result in the termination of your child’s regular sessions. Notification of termination of sessions will be given in writing, as well as the required outstanding balance of fees.
- Please keep us informed of changes to your personal details, particularly contact numbers and your child’s medical condition or allergies.
- Inform staff or the School Office if your child **is not** going to attend a Twilight or Late Care session. Each child needs to be accounted for before we leave the school hall. At home time if you collect your child prompt from the class teacher, without prior cancellation, you must inform a member of staff who will be in the school hall, **before you leave the premises.**
- Refunds **CANNOT** be given for cancelled sessions. If you feel that there are extenuating circumstances for your child’s absence and wish to apply for a refund of fees please see Lin Love who will assess each case on its own merit.
- Collection of your child for a Twilight session must be prompt at 4.30pm. If your child is not collected by 4.30pm you will be charged the full session Late Care fee instead of Twilight fee.
- You must collect your child from Late Care in time to get signed out and be leaving by 6pm.
- If your child is not collected by 6pm for the Late Care session, then a late pick up fee of £5 may be charged.
- If your child is collected from the Twilight or Late Care Club by persons unknown to the staff they must use the password that is known only to you.
- If your child leaves school early through sickness (general absence) then the office staff will inform the Late Care Team. No alternative session will be offered.
- It is a requirement to complete the appropriate forms in order for the staff to administer medicines to your child.