



Squirrel Breakfast Club Terms and Conditions

July 2017

1. Health and Well-Being

(a) Our Aims: We aim to provide a high quality service which meets the needs of both parents/carers and children. For parents/carers this means knowing that your child is safe and happy in a club that is reliable and offers a consistent service. For a child this means an environment that is safe, supportive, encouraging, challenging, a place to be with friends and make new ones, try out new activities, to relax, to have fun and enjoy.

Parents/carers are expected to give their support and encouragement to the aim of Squirrel Breakfast Club and to uphold and promote its good name and to ensure that appropriate standards of punctuality, behaviour, discipline and hygiene are maintained.

(b) The Child's Health: Parents/carers must inform Squirrel Breakfast Club if the child has any known medical condition or health problem or has been in contact with infectious diseases. Parents/carers must comply with the exclusion guidelines set by the Health Protection Agency that are displayed in the School Office and a child must not be brought to Squirrel Breakfast Club if unwell.

2. Parents/Carers Authority

(a) Welfare of the Child: The parents/carers authorise Squirrel Breakfast Club to take all necessary action to safeguard and promote the welfare of the child. Parents/carers consent to use such physical contact with children as may be lawful, appropriate and proper to provide comfort to a child in distress or to maintain safety and good order. Parents/carers consent also to emergency medical treatment, including surgery and/or general anaesthetic, if certified necessary by a doctor and if parents/carers cannot be contacted on the emergency numbers provided in time.

(b) Accidents: All accidents that staff are made aware of are documented in an accident book and reported to parents/carers.

(c) Loss of Property: Squirrel Breakfast Club will not be liable for loss of property brought onto the premises by parent/carer or child.

3. Entry to Squirrel Breakfast Club

(a) Registration: Once a registration form has been completed and returned to us a child will be registered with our service.

(b) Booking a Place: A place can be booked in writing or verbally. Once a place has been booked a charge will be incurred for that place unless the cancellation policy has been followed (see clause 5a).

(Version: July 2017)

(c) Standard Terms and Conditions: Reasonable changes may be made from time to time to these standard terms and conditions and to the level of fees. Notice of any changes will be given in writing as soon as practicable.

(d) Termination of the Contract: A child will leave Squirrel Breakfast Club when s/he leaves Hartley Primary Academy. A child will no longer be registered with our service if they have not attended for one term.

4. Fees and Extras

(a) Items Covered: Fees cover meals and snacks. Extra curricular activities may be charged separately and will not be refunded or waived.

(b) Payment of Fees and Extras: Invoices will be raised monthly in advance and will include all sessions booked regardless of the child's attendance. Exceptional circumstances: If a parent/carer is supporting a school activity the fee will be waived **IF WE HAVE RECEIVED PRIOR NOTICE**. Children will be excluded from Squirrel Breakfast Club at any time when fees are unpaid after 2 written reminders.

(c) Payment of Invoices: Payment is due immediately on receipt of invoice. Payment can be made either by –

- * Bank Transfer (please include the Invoice Number as a reference) or
- * Cheque (please make cheques payable to Hartley Primary Academy) or
- * Cash (in a sealed envelope with your child's name and class included)

(c) Responsibility for Payment: Fees are the responsibility of each person who has signed the Registration Form or who has parental responsibility for the child.

5. Cancellation, Withdrawal and Fees in Lieu

(a) Cancellation Policy: If parents/carers do not wish their child to attend a session they must notify Squirrel Breakfast Club at least three full working weeks in advance. Failure to do so will incur payment in full, whether sessions have been attended or not.

(b) Removal: Parents/carers may be required to remove the child temporarily or permanently if the conduct of the child is unacceptable and it appears to the Supervisor that the continued presence of the child is incompatible with the interests of Squirrel Breakfast Club. **There would be no refund of fees in these circumstances.**

6. General Conditions

(a) Disclosures: The school must be notified in writing immediately of any changes in contact details or family situations, Court Orders or situations of risk in relation to the child for which any special precautions may be needed.

(b) Child Protection: Breakfast Club staff have a duty to report any significant concerns they might have about the safety/well-being of a child to social services.

(c) Confidentiality: Parents/carers agree to inform Squirrel Breakfast Club of any information's necessary to safeguard or promote their child's welfare or avert the risk of harm to their child or other person. Squirrel Breakfast Club staff will be informed of sensitive issues concerning the child on a 'need-to-know' basis.

(d) Learning/Physical Difficulties: Parents/carers should notify Squirrel Breakfast Club that their child may have learning/physical difficulties.

(e) Equal Treatment: Squirrel Breakfast Club welcomes staff and children from many different ethnic groups, backgrounds and creeds. Similarities and differences are valued and respected and all children are treated equally. Squirrel Breakfast Club will comply with the Special Educational Needs and Disability Act 2001 and will do all that is reasonable to accommodate the needs of children with disabilities. The Squirrel Breakfast Club will follow the school's Equal Opportunities Policy.

(f) Discipline: The parents/carers hereby confirm that they accept the authority of the Supervisor and staff to take all reasonable disciplinary or preventative action necessary to safeguard and promote the welfare of each child and the Squirrel Breakfast Club community. The Squirrel Breakfast Club will follow the Behaviour Policy of the school which incorporates the Anti-Bullying Policy and the Racial Equality policy.

(g) Photographs/Video: Parents/carers who do not wish their children to be photographed or videoed in Squirrel Breakfast Club must write to the Supervisor stating this. Photographs/videos of the children may be used in Squirrel Breakfast Club's promotional material such as press releases and on the school website. Parents/carers who do not wish their children's images to be used in this way should inform the Supervisor in writing.

(h) Severe Weather: In the event of Squirrel Breakfast Club's closure due to severe weather parents/carers will be contacted via the emergency telephone number they provided. **Fees will not be waived in these circumstances.**

(i) Insurances: Squirrel Breakfast Club undertakes to maintain those insurances which are prescribed by law. The Squirrel Breakfast Club is covered by the school's insurance.

(j) Complaints: Parents/carers who have cause for complaint in relation to any matters of quality, safety or care must inform staff without delay, following the complaints procedure which can be located on the school website:

<http://www.hartleyprimaryacademy.org.uk/aboutus/policies.php>

(k) Waiver: Any waiver of these terms and conditions is only effective if given in writing by and on behalf of the Supervisor.

(m) Jurisdiction: This contract was made solely with Squirrel Breakfast Club overseen by Hartley Primary Academy.



I have read, understood and agree to comply with the Terms and Conditions of the Squirrel Breakfast Club run at Hartley Primary Academy.

Name of Child/Children: _____

Parent/Carer Signature: _____

Name in Full: _____

Relationship to the Child: _____

Date: _____

Please return this copy to the School Office.

