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FOLLY HILL BREAKFAST and AFTER SCHOOL CLUB

TERMS AND CONDITIONS FOR PARENTS

I the undersigned agree to the following:

- Book and pay for my child's place in Breakfast/After School Club half a term in advance.
- Payments are to be paid a half term in advance and all payments are required to be paid via the Scopay online payment system or by cash. Online childcare vouchers are also accepted from company childcare voucher schemes.
- Recognise that the fee is non-refundable if my child is absent from Breakfast/After School Club for whatever reason;
- Parents must identify themselves to the play workers on the first day of attendance of their child/children. Should arrangements be made at any time for an adult other than a parent to collect a child, a play worker must be informed in advance and, where possible, be introduced to the nominated adult.
- Any adult collecting a child must present themselves to a play worker before departing with the child and sign them out.
- Give a week's notice before the half term or end of term break if my child is not returning to Breakfast/After School Club after the break;
- Drop my child off as near to 7.45 am (but not before) as possible in order that my child has time for breakfast and other activities;
- Collect my Child at the agreed time requested (1/2 session 4.30pm. Full session is until 5.45pm)
- Parents must notify a play worker in advance if a child is not going to attend the club for a booked session. Messages may be emailed to school@folly-hill.surrey.sch.uk. **(All booked sessions will be charged)**
- Children attending after-school clubs and activities will be collected by a play worker at the end of the club and escorted to Starlight room.
- All children must be collected from the club by 5:45 pm when the club closes. Should you be late we request you contact the Team on 01252 716121 to let them know. All children collected late from the Half Session (finishing at 4.30pm) will be charged for the Full Session and all those children collected late from the Full Session will be charged an additional late fee of £5.00 per 15 minutes.
- Unless specifically requested, or it is optional as part of an activity, children should not bring any toys, games or valuable items (including money) to the club.
- Behaviour considered by a play worker to be unacceptable and inappropriate will not be tolerated and parents will be advised. The Governors of Folly Hill Infant School reserve the right to cancel a registration in such circumstances.

This copy is for your own records at home

- Respect for, and proper use of, all property, equipment and the premises of the club and the school is essential and must be maintained by all children at all times.
- All information supplied to or exchanged with any person connected with the club will be kept strictly confidential.
- The success of the club depends on co-operation and sharing between all those involved. Parents should address any comments they wish to make to a play worker.
- Ensure I give Breakfast/After School Club staff up to date contact details, any change in collecting arrangements for the end of the day, a telephone call on 01252 716121 if my child is unable to attend club that day, up to date information on child's dietary needs and medical requirements.

TERMS AND CONDITIONS FOR BREAKFAST and AFTERSCHOOL CLUB

Breakfast/After School Club agrees to:

- Serve a healthy breakfast and healthy light snacks after school.
- Provide a range of activities such as board games, creative play, physical games, and IT for children.
- Be aware of the child's health and safety at all times;
- Ensure the school office knows of any social commitments, illness, allergy, problems the child may have.
- Enter accidents into the accident book.
- Provide Breakfast Club on a daily basis when school is open to children.
- Provide After school Club Monday to Thursday when school is open
- Contact parents in event of accident or sickness.

Pupils will follow conditions under home/school agreement and school's code of conduct.

Signed by parent _____ Date _____

Signed by Breakfast Club supervisor _____ Date _____

Signed By After School Club Supervisor _____ Date _____

General Data Protection Regulation (GDPR) 2018 Folly Hill Infant School (the 'school') respects your privacy rights and is committed to ensuring that it protects your details, the information about your dealings with the school and other information available to the school ('your information'). In accordance with GDPR 2018, the school will use your information, for the purpose of providing support to children, to (a) deal with your requests and administer its functions, (b) meet its statutory obligations, and (c) prevent and detect fraud. Privacy notice can be found at www.folly-hill.surrey.sch.uk/policies

T&C are subject to change, Users of The clubs will be informed of such changes Via email.
Breakfast And After School club T&C are reviewed annually by the governing body