



**Kool Kidz Club
Terms and Conditions 2023/2024**

1. Fees for the after school club/breakfast club at Breck Primary School are £3.00 per hour ie £3.00 for a breakfast club session and £6.00 for the after school session. **The session is from the time the children arrive at the club to the finish time of 5.30 pm for after school club and 7.45 am to 8.40 am for the breakfast club.**

Parents/carers may pick up at any time from 3.30 pm up to 5.30 pm for After School Club and can drop off any time from 7.45 am up to 8.00 am for the breakfast club. **All children must be signed in and out of the provision by an adult due to health and safety.**

The club operates a sessional charging system only. Hourly rates are not available as a place is taken and cannot be filled by another child at a later time due to the nature of after school clubs.

Fees apply if your child is sick or **unable to attend for any reason**. The charges relate to the place being held and not based on actual attendance.

2. All parents/carers are requested to make sure that their child/ren are collected by 5.30 p.m. The after school club is not insured to care for children after this time. All after school club staff are paid up to 5.30 pm so please make sure you have collected by this time. If you are unavoidably delayed please contact the School Office on 01253 885319 so that a message can be passed onto the staff and your child can wait by the Headteacher's office until you are able to collect them, this is the same policy operated by school if children are collected late at the end of the school day.

If a parent/carer is continually late to collect their child/ren a fine of £6.00 for each late collection will be imposed.

3. All places must be booked and paid for in advance each half term for the full half term. This should be done via completion of the terms and conditions form or via email to bursar@breck.lancs.sch.uk. Once the school has received the booking form and confirmed availability the places will be guaranteed and fully payable for the full half term.

4. No one off requests for ad hoc days will be accepted. No one off requests to swap sessions will be accepted.

5. If a child is booked into the after school club they will be sent to the setting at the end of the school day – irrespective of what time you want to collect your child you must sign them out of the setting – we cannot accommodate requests to collect children from the classroom door if they are booked into the extended service.

6. From the time of booking a contracted day i.e. a Monday you are guaranteed this place for your child/ren every Monday. An invoice will be raised for each contracted day and the fee is payable by the beginning of each half term in full. Failure to pay the balance quoted prior to the start of each half term means that your place will not be guaranteed.

7. All fees are to be paid in full six weeks in advance prior to the sessions taking place. If fees are not paid by the beginning of each half term in full the place will be cancelled with immediate effect.

Fees are to be paid if your child cannot attend for any reason (including illness or holidays).

8. Your contracted place will remain booked from term to term and school year to school year until such time as you give written notice either in a letter or an email (bursar@breck.lancs.sch.uk).

9. We can accept changes to booked days at the beginning of a full half term only.

Signed On Behalf of Kool Kidz Club

Dated: 24th August 2023

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Please sign this copy of the Terms and Conditions of registration and return to the School Office as soon as possible.

I/We would like to confirm our requirements for the Kool Kidz Club as follows:

Monday	Tuesday	Wednesday	Thursday	Friday
Breakfast Yes/No	Breakfast Yes/No	Breakfast Yes/No	Breakfast Yes/No	Breakfast Yes/No
After School Yes/No	After School Yes/No	After School Yes/No	After School Yes/No	After School Yes/No

Name of child.....

Date of Birth.....

Year Group.....

Signed.....

Dated.....