



## Compton All Saints C of E Primary School



*Compton All Saints' aspires to the highest possible attainment for all of its pupils and is committed to constant improvement across all areas.*

### **EARLY BIRD AND AFTER SCHOOL CLUB TERMS AND CONDITIONS**

The below Terms and Conditions relate to Compton Primary School's Early Bird Club and After School Childcare Clubs. By registering your child for one of the clubs you agree to accept these terms and conditions.

1. Before your child can be allocated a place in either of the clubs a booking form must be completed or an online booking made via Scopay.
2. Sessions must be paid for in advance.
3. There are a limited number of places for each session. If a session is over-subscribed your child will be placed on a waiting list and we will advise you if a space becomes available.
4. The Early Bird Club runs from 8:00-8:45am. Children should be dropped off in the hall, which can be accessed via the fire doors from the Discovery Area. At 8:45am children will be escorted to their classes.
5. A register will be taken at each session and children will be signed in by the club leader.
6. The After School Club starts at 3:30pm. KS1 children will be collected from class, KS2 children will be able to make their own way to the club. The club runs until 5:30pm. Children can be booked in for 1 hour or 2 hours. Parents can collect children any time before 5:30pm and should enter the school from the playground via class 3. A register will be taken at each session. Children will be signed in by the club leader and signed out by the parent/carer collecting them.
7. Parents/carers who collect their child after 4:30pm/5:30pm (depending on the booked time) will incur a late collection charge of £6.
8. The Early Bird and After School Clubs will not run on days that the school is closed to pupils. Parents/carers will not be charged for days that the club is closed.
9. If your child is unable to attend a session, you must notify the school office as soon as possible. Sessions cancelled with more than 48 hours notice maybe refunded or re-booked to a different date/time. The only exception to this would be if your child was due to be the only one attending that session. This is because staffing will have been organised to match the bookings and it will not be possible to amend the staffing contract at short notice.
10. Child Care Vouchers may be used to pay for Early Bird and After School Club sessions, provided the school office is notified in advance. The school is currently registered to accept Care4, Edenred and Fideliti Childcare Vouchers. If you wish to pay with another provider's child care vouchers please contact the school office.
11. The school reserves the right to refuse any child entry into the Early Bird or After School Clubs if payment is not made or if payment for late collection charges is outstanding.
12. The normal school policies and procedures apply to the Early Bird and After School Clubs; parents can read these on the school website or on request from the school office.
13. The club staff aim to provide a safe, stimulating and happy environment for all children. The staff reserve the right to exclude any child whose behaviour is disruptive, in accordance with the school's Behaviour Policy.