



The below Terms and Conditions relate to the Wembury Primary School

Breakfast, After School Club.

Parents/carers must sign the registration form agreeing to these terms and conditions prior to their child attending the Allsorts Breakfast, After School Club. By signing the registration form you are agreeing that you have read and understood all the terms and conditions. Any queries should be resolved prior to signing the registration form.

Details of Terms and conditions:

1. Registration forms must be completed in full before your child can be allocated a place. This includes accepting these terms and conditions.
2. Parents/carers must ensure all details on the registration form are accurate and up-to-date. Any changes must be made in writing to Wembury Primary School.
3. The Breakfast Club starts at 7.30am in the main building, the children will be escorted to their respective playground/class base at 8.40 am. The bell will sound at 8.45am and children will be escorted to class allowing them time to be in class and ready when the bell will go at 8.50am to signal the start of the school day.
4. The Activities School Club starts at 3.10pm and children will be directed to The Hive when the bell signals the end of the school day. Children in KS1 will then be escorted to The Hive and a register will be taken.
5. Once registered, Children will be given a healthy snack and drink and will be offered a range of indoor and outdoor games and activities.
6. Children who attend an afterschool club until 4.15pm and who would normally attend the Activities Club, will go straight from their Club to The Hive or escorted by a member of staff.
7. Children need to be collected before 6pm. **Any late collection (after 6pm) will result in a fee of £10 minimum per child being applied to cover the additional staffing costs.**
8. We have an on-going commitment to providing a high quality service to children and will seek feedback from parents/carers from time to time. If you have any concerns, please speak to the Activities club staff. If this is not resolved please contact the school. If you are unable to resolve this issue, please follow the school's complaint procedure.
9. I accept that I am the 'contracting parent' for the above child and agree to make payments via the online booking system (ParentPay) on or before the due date. I understand that I risk not being able to use this facility if my account is in arrears.
10. I understand I can change or cancel sessions up to 24hrs notice prior to my child attending a specific session without incurring a charge and that any change or cancellation after this point is non-refundable.
11. I understand that fees may change without this policy being re-issued. The latest price schedule will be available on the school website or from the school office.
12. I agree to keep all contact, medical, dietary and other information up to date with the School Office, as I understand this will be used by the After School Club staff.
13. I understand that the clubs will not release my child to anyone else without prior authority.
14. **I understand that the After School Club closes at 6.00 p.m. I agree to collect my child, or arrange for another authorised person to do so, by these times. I understand that failure to do so will result in a minimum £10 penalty payment. This will be strictly applied.**



Wembury Primary School

Breakfast/After School Club

Basic details

Name of child _____ Date of birth _____

Address _____

Persons authorised to collect the child (must be over 16 years of age)

1. Name _____ Contact number _____

Relationship _____

2. Name _____ Contact number _____

Relationship _____

3. Name _____ Contact number _____

Relationship to child _____

Does your child have any dietary needs/allergies to food/materials? Yes/No (delete)

Does your child have any specific requirements or disabilities (asthma, epipen, diabetes
Yes/No (delete) _____

If your child has a medical condition where medical intervention is prescribed and may need to be administered within the setting, a further medical form will need to be completed. Please contact the school office. admin@wembury-primary.devon.sch.uk

Security Password _____

Please ensure all those who are allowed to collect your child are aware of this code word. Staff will ask for this code when they are not aware of the identity of a person collecting your child.

(only to be disclosed by people authorised to collect the child)

Signed _____