



## BREAKFAST and AFTER SCHOOL CLUBS TERMS AND CONDITIONS valid from 1<sup>st</sup> July 2024

### **Admissions**

Breakfast and After School Clubs are accessible to children and families from The Hermitage Infant and Junior Schools. A full registration form and a deposit of £50 is required per club for each child. The deposit received will be deducted from the first invoice issued.

### **Registration and sharing of information**

A full registration form must be filled in to register with the Breakfast and After School Clubs for each child upon first joining the Breakfast and After School family. The Breakfast and After School Clubs currently only accept children who are in Reception class through to Year 6, inclusive and children who attend the Nursery who are 3 or 4 years old.

### **Fees**

Fees must be paid either in full before the start of term or in two instalments, one before the start of each half term. In special circumstances weekly payments will be considered.

If fees are not paid by the start of the term/half term the place will be withdrawn and the family required to leave the Club.

### **Notice of Removal**

Six weeks, not including any school holidays, notice in writing must be given for any child leaving the Club or dropping any days; otherwise six weeks fees will be charged.

### **Attendance**

If your child is unable to attend, booked session fees will be chargeable. You must notify the club if your child is to be absent at any session.

### **Transfer to and from School**

#### **Breakfast Club**

**At the start of the session:** Parents or Guardians must personally hand their child to a member of staff. If you have selected the shorter session starting at 8.00am an early drop off fee will be applied if your child is dropped at the club before 8.00am. The fee will be £5 per child for every 5 minutes that they arrive before 8.00am.

**At the end of the session:** The Hermitage Infant School children will be taken to their class. The Hermitage Junior School children will walk unescorted through the school halls to their classroom.

#### **The Hermitage Infant School**

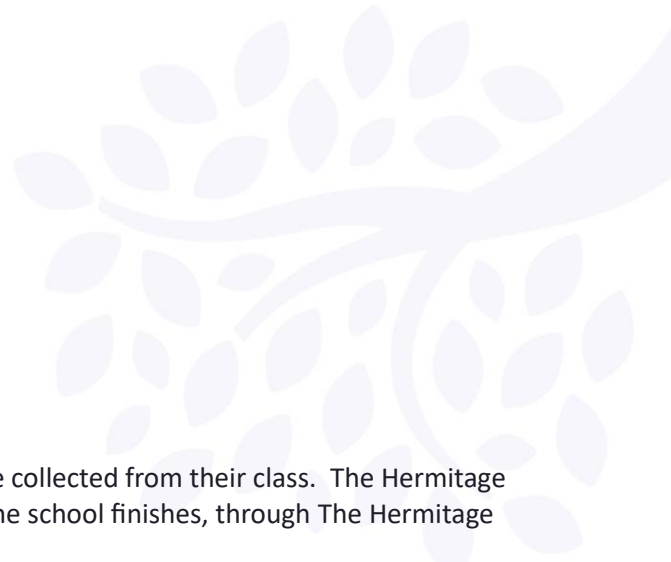
Gorsewood Road, St John's, Woking, Surrey, GU21 8WT

Tel: 01483 474981 | Email: [infantoffice@hermitage.surrey.sch.uk](mailto:infantoffice@hermitage.surrey.sch.uk)

#### **The Hermitage Junior School**

Oakwood Road, St John's, Woking, Surrey, GU21 8UU

Tel: 01483 472047 | Email: [junioroffice@hermitage.surrey.sch.uk](mailto:junioroffice@hermitage.surrey.sch.uk)



### **After School Club**

**At the start of the session:** The Hermitage Infant children will be collected from their class. The Hermitage Junior School children will walk unescorted, immediately after the school finishes, through The Hermitage Junior School hall to the Club.

**At the end of the session:** Parents and Guardians must present themselves to a member of staff before escorting their child off the premises. We must have prior knowledge of any change of adult picking up your child; we will not let your child go home with anyone unless we have been notified by the parent or guardian. Parents must collect children from the After School club promptly at 5.45 pm. If children are not collected by 5.45pm there will a charge of £5 per child for every five minutes of lateness after that time

### **Sickness**

Parents are requested to notify the Club if children have been in contact with any infectious diseases. The Club reserves the right to refuse entry to any child whom the staff considers is, or may be, unwell or suffering from any contagious or infectious complaint. We are not responsible for injury occurring because of a pre-existing medical condition. Medicines can only be given if prescribed by a doctor and written consent is given by the parent.

Should a child fall ill during the Club, and we think it necessary, their parent/guardian shall be contacted to take the child home. It is understood that you will collect your child without delay.

### **Medication**

A medication form must be completed if any medicine needs to be given to the child whilst they are in the Breakfast or After School Clubs. If the medication is normally given at home, please give as normal and inform staff in case of any first aid / emergency issues. Any children who have any other medication, such as antibiotics or a cream issued by a GP or hospital, must fill out a medication form. All medication must have the prescription label on with the child's name and date of issue printed on along with the dosage and times that it needs to be given, clearly on it.

### **Right of Refusal**

The Breakfast and After School Managers/Headteacher have the right to terminate membership or refuse admission of a child or children to the Breakfast and After School clubs, if the team leader believes that their behaviour or the behaviour of the parents/carers in any way compromises the safety of other children or the staff. The Breakfast and After School Clubs will make every effort to support families if possible.

### **Safeguarding**

The Breakfast and After School Club staff have a duty to respond if they suspect a child in their care may be suffering from abuse, or if a child makes a disclosure about a form of abuse. In this event the relevant staff will follow the Safeguarding Children's Policy as detailed in our Policies and Procedures.

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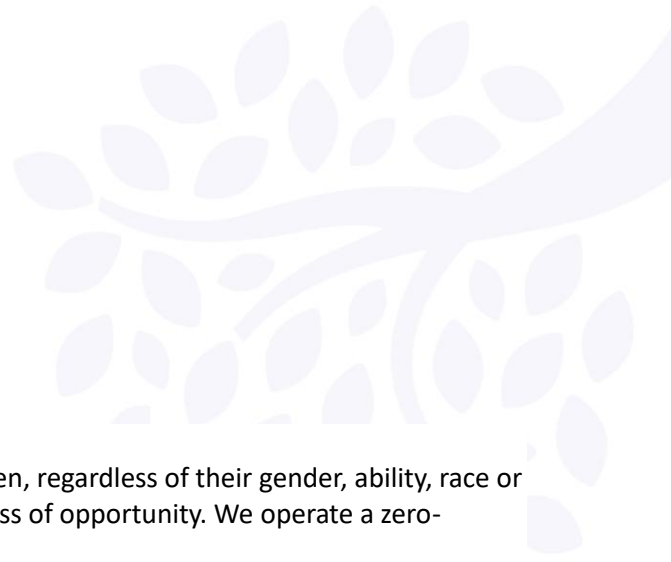
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### **Equal Opportunities**

We are an equal opportunities employer and welcome all children, regardless of their gender, ability, race or religion. Each child is of equal value and is entitled to equal access of opportunity. We operate a zero-tolerance policy on discrimination or bullying of any kind.

### **Mobile Phones**

All phones are prohibited at our Clubs. If you wish for your child to carry a mobile phone and they are seen using it then we may confiscate it until the end of that day. We will not take any responsibility for the damage or loss of any electronic devices that are brought in.

### **Agreement**

- The Club reserves the right at any time to refuse admission to and/or send home any child if it considers such action to be necessary in the best interest of the Club and the other children.
- Behaviour by any child while at the Club considered to be unacceptable by any of the play leaders will not be tolerated.
- Continuous disruptive or unacceptable behaviour by any child will be reported to the Supervisor; this will be followed by a talk to the child, and if needed parents will be present.
- The respect for and proper use of any equipment and premises is essential and must be maintained by children and workers at all times.
- Unless it is requested with prior notice children must not bring toys, games or valuable items to the Club. Nor should they bring money, food or drinks. The Club cannot take responsibility for loss of, or damage to, property or clothing.
- If your child will not be attending the club for whatever reason you must contact the Breakfast and After School Clubs by telephone.
- Please ensure you provide, on the registration form, details of a person we can contact should there be an emergency such as an accident, incident or illness, in case we are unable to get hold of you.

A review of these Terms and Conditions will take place in May / June each year. If there are any changes then parents/carers will be required to sign the new Terms and Conditions in the Summer Term and return to the Breakfast and After School Club leaders or The Hermitage Infant School office. We need to have the Terms and Conditions in place for each child. Places may be refused if there are no signed Terms and Conditions for your child.

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Signed on Behalf of the Breakfast and After School Clubs: *C. Woods*

Date 01.07.24

Signed by Parent / Carer \_\_\_\_\_ Date \_\_\_\_\_

Child's name \_\_\_\_\_ Year Group \_\_\_\_\_

**\* I agree/do not agree (delete as applicable) that the Breakfast and After School Clubs may share information with outside agencies if appropriate to do so regarding my child.**

I understand that the Breakfast and After School Clubs will keep my details on file for the legal amount of time for each type of document. After this time the documents will be disposed of securely.

Signed by Parent / Carer \_\_\_\_\_ Date \_\_\_\_\_

Child's name \_\_\_\_\_ Year Group \_\_\_\_\_

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