

# 2023-2024 Before and After School Club Terms and Conditions

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Bilton Infant School's Before and After School Club (BASC) is run by Bilton Infant School and will operate under these terms and conditions, which may be subject to alteration at our discretion.

1. The Governing Body and Headteacher have strategic overview of BASC. They delegate the running of the club to the BASC Manager who will run the club on a day to day basis and lead and manage BASC staff.
2. Any child attending Bilton Infant School is automatically eligible to use the BASC.
3. To access BASC, parents/carers need to register their child online via Webcollect and accept these Terms and Conditions.

## **Breakfast Club**

1. Breakfast Club opens 7:50 a.m. - 8:50 a.m.
2. Bookings are made online via Webcollect.
3. Booking a place incurs a charge per session.
4. Breakfast club offers childcare – and a breakfast item plus drink to those arriving before 8.20am.
5. Parent/carers must accompany children to BASC and report to a member of staff.
6. Parents/carers are responsible for providing information regarding any specific requirements their child needs to BASC staff *e.g. dietary, medical or SEND*.
7. Pupil attendance will be recorded on a register.
8. Children attending before school remain their parent's responsibility until they arrive at Club and have been registered.
9. Anyone turning up to Club without a prior booking will be asked to book and pay online, subject to spaces being available in club.
10. Staff escort children to their classrooms ready for the start of the school day at 8.50a.m.

## **After School Club**

1. After School Club opens 3. 05p.m (Year R) and 3. 15p.m (Years 1 and 2) - 5. 30p.m term time Monday- Friday.
2. Parents / carers make bookings online via Webcollect, subject to spaces being available
3. Booking a place incurs a charge per session.
4. BASC staff collect children from classrooms at the end of the day and accompany them to BASC.
5. Pupil attendance will be recorded on a register in the classroom and again in BASC.
6. After School Club offers childcare, a drink and snack.
7. Spaces may be provided in Club, without prior bookings, in exceptional circumstances only, at the discretion of the BASC staff and / or Headteacher.
8. Parent/carers must provide a password to staff and use this to access the site in order to collect their children.
9. Staff will sign pupils out of Club once parents/carers are ready to leave.

## **General information**

1. After any incidents of repeated inappropriate behaviours or a serious breach of the school's behaviour policy, parents will be advised that the place is at risk if behaviour does not improve according to an agreed timescale.
2. A child's attendance, or pattern of attendance at the Club will be at the discretion of the Manager, in consultation with the Head.



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3. BASC staff are not responsible for any valuables (e.g. money, letters, sweatshirts, coats, shoes, trainers, lunchboxes, backpacks, sports bag etc.).
4. Following Bilton Infant School policy, BASC staff are unable to administer or supervise medication within the club.
  - In general, parents should arrange treatment so that it is not necessary for medication to come into the Club. Most medication can be managed by doses timed outside the school/club day.
  - Exceptions to these arrangements would be children who suffer from chronic illness or disability, which requires constant medication or pupils with a prescription from a G.P. that specifies times that fall within BASC hours.
  - If exceptional circumstances apply, a medical permission form will need to be completed prior to leaving a child in club.
5. If the opinion of the Club Manager is that a child is not well enough to attend, the parent/carer will be contacted in order that the child is collected immediately from the Club until such time as he/she is fully recovered or no longer needs to follow isolation advice.
6. If a parent has a complaint about the Club or a member of staff, they should contact the Manager in the first instance.
7. Child Protection and safeguarding procedures to enter and depart club should be followed as instructed when registering.

### **Bookings and Payments**

1. Bookings and payments are made online via our website, in advance of taking up childcare sessions. Payments can be made via Bank Transfer or Direct Debit
2. Any families using the Childcare Grant scheme to pay for sessions should contact the school office immediately after making a booking. Office staff will confirm the payment due from them for their portion. This must be paid in advance of a child taking up a session.
3. Under normal circumstances, once 1 or more sessions have been booked, **money will not be refunded.**
4. Under normal circumstances, once 1 or more sessions have been booked, places will not be transferable to new dates if parent/carers change their mind.
5. Exceptions to the above apply:
  - *If Bilton Infant School or BASC has to close in an emergency and more than ½ of the session is lost a full refund will be made for sessions missed.*
6. Should any debts incur, a reminder letter will be sent once with the expectation to be paid within 10 days.
7. A child's place will not be bookable at Club until any debts are cleared.
8. Outstanding debts after this 10-day deadline will be placed in the hands of our legal representatives to seek recovery.
9. Late collection (after 5.30p.m.) will incur a charge of £1 for every minute late. This will need to be paid within 48 hours, in order to secure any future places in BASC.
10. School staff requiring a place at BASC for their own child will be charged 50% of the cost per session.
11. BASC staff requiring a place at BASC for their own child will not be charged.
12. In the event that additional administration work is required by parents/carers an additional charge of £8 p/hr will be made and invoiced to parents/carers. Information will be provided upon receipt of payment.

