

BUDDIES



St Paul's C of E VC Junior School, Shepton Mallet.

(01749) 343250. stpauls@educ.somerset.gov.uk

www.stpaulsjuniorsomerset.org.uk

Breakfast & After School Service

Terms & Conditions

The Service will operate for Term time only. The service is self-funding and all income will be invested back in to the Service.

Before we can accept your booking, you, must read and agree to the following terms and conditions of the Service:

- Before bookings are made you must register your child, even if you only intend to use the club occasionally. In the event of an Emergency registration, forms will be supplied at the earliest opportunity.
- Bookings must be made at least 48 hours in advance. If we have spaces available bookings may be made at the last minute.
- Children who are ill cannot attend the Service and in the event of sickness or diarrhoea must be off for 48 hours after the sickness or diarrhoea
- If your child is ill whilst using the Service, staff will contact you to collect your child. No refund will be given.
- You must inform us, preferably in writing, if anybody else, other than those listed on the registration sheet, will be collecting your child.
- Please do not arrive late to collect your child. Children can become distressed if they think they have been forgotten. If lateness is unavoidable then please telephone us, penalty charges will apply.
- Payment is required in advance of the booking.
- Parents who are late collecting their child will incur a charge of £1.00 per minute, except in exceptional recognised circumstances. Any child left for more than 45 minutes will result in Social Services being contacted and/or the police.
- If you wish to cancel a place then you must give 48 hours' notice or you will be charged for the place. We will only offer refunds if the club is forced to close due to snow, heating failure, staffing shortage etc.
- Anyone picking a child up will be expected to sign them out of the club when they leave and record the time of signing. All children must be collected at the end of their time at the After School Service.

High quality supervision at all times!
For more details or bookings call (01749) 343250

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- Staff will administer medicine such as those provided for asthma, diabetes etc. Staff will not administer non-prescription drugs and no children should be in possession of them.
- Should you have cause for complaint about the Service there is a formal complaints procedure. We hope any concerns can be sorted out informally with the Service Leader or Head Teacher.
- Parents should park off site and use the pedestrian entrance when collecting their child/children from the Service.
- Parents must inform the Service of any change of address or contact phone numbers.

Other Information

Buddies morning is from 8.00 a.m. – 8.40 a.m. Breakfast will consist of cereal, toast (with a selection of spreads), fresh fruit and a hot or cold drink.

We will endeavour to cater for all special dietary requirements.

Buddies After school is from 3.00 p.m. – 5.30 p.m Monday - Thursday. We will provide a snack with a drink at 4.00 p.m.

There will be activities during After School such as art, craft, board games, sport, play and (weather permitting) outdoor activities. We will also provide an area for reading and homework.

All children will be registered by the Leader upon their arrival at the club. Service Staff will adhere to all the policies provided and any legislation in place such as:

Disability Discriminations Act, Race Relations Act, Sex Discrimination Act, Children's Act, Data Protection Act and adheres to other school policy and procedure such as Safeguarding and Bullying.

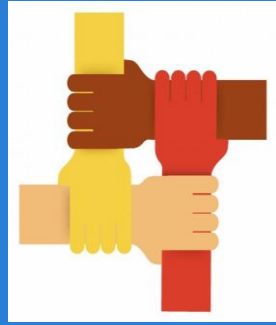
The policies will be kept by the Service Leader and can be viewed during Service opening hours.

Booking forms are available from the school office.

Any discipline matters will be brought to the attention of the parents by the Service Leader. If the problem cannot be resolved then the child may be asked to leave the Service.

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Charges (with effect from 22nd April 2014)

BUDDIES Morning (Breakfast Club)

8.00 a.m. – 8.40 a.m. £1.50 per day

BUDDIES After school

Monday - Thursday

Charges dependant on length of time of care required:

3.00 p.m. – 4.00 p.m. - £3.00 per day

3.00 p.m. – 4.30p.m. - £4.00 per day

3.00 p.m. – 5.00 p.m. - £5.00 per day

3.00 p.m. – 5.30p.m. - £6.00 per day

4.00p.m – 5.30p.m. - £4.00 per day

All charges for the after school Service start from 3.00 p.m. which means if your child is in an activity in school that continues beyond the end of the school day and you wish your child to attend the club after that time, you will still be liable for the charge from 3.00 p.m., as we will have had to reserve the place for them and ensured adequate staff levels on that day.

No Refunds will be given for non-attendance due to sickness or any other absence.

Bookings are for a minimum of 1 hour. Payment by cheque made payable to St Paul's Junior School and write your child's name, school, the dates you are paying for and a cheque guarantee card number on the back of the cheque.

Please remember that you must ensure we have up to date contact numbers. Let us know of any changes.

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Agreement of Terms and Conditions

Name/s of Child/children

I confirm that I have read the Terms and Conditions for Buddies extended School Service.

I confirm that I will abide by the Terms and Conditions laid down by the Service.

Signed _____ **Date** _____

(Parent/Guardian/Carer)

Print Name _____

Relationship to child/children _____

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