



The Canons CE Primary School – Before and After School Provision

The Before and After School Club is a business run by The Canons CE Primary School and will operate under these terms and conditions, which may be subject to alteration at the discretion of the Governing Body. The club will provide safe and pleasant facilities with planned activities for all the children in its care. The Governing Body and Head teacher will oversee the running of the club and decide on policy and practice. The club and staff are not responsible for any valuables (e.g. money, letters, musical instruments, sweatshirts, coats, shoes, trainers, lunch boxes, book bags, backpacks, sports bags etc.)

Terms and Conditions

THESE TERMS SET OUT THE BASIS ON WHICH WE PROVIDE THE BEFORE AND AFTER CLUB SERVICE TO YOU. PLEASE READ THESE TERMS CAREFULLY. ONCE YOU HAVE READ THESE TERMS PLEASE TICK THE BOX AT THE END TO CONFIRM THAT YOU HAVE READ AND UNDERSTOOD THEM, SIGN, AND PRINT YOUR NAME TO AGREE TO BE BOUND BY THEM.

1 Words used in these Terms

1.1 In these Terms, when we say:

1.1.1 **you** or **your**, we mean you the parent or carer of a child presently attending The Canons CE Primary School

1.1.2 **we**, **us** or **our**, we mean Club or The Canons CE Primary School of Derwent Road Bedworth CV12 8RA

1.1.3 **the club** we mean Before or After School Provision

1.2 These Terms set out the basis on which we provide the after school club service to you. Please read these Terms carefully. Unless you agree to be bound by these terms we are unable to offer the service to you

1.3 These Terms are only in the English language. Our agreement will not be filed by us.

1.4 If you view these Terms via our Website, you should print a copy of these Terms or save them to your computing device for future reference.

2 Our agreement

2.1 Subject to availability and clause 4 herein we agree to provide a school service to you between the hours Before School 7.45 am – 8.45 am, Monday – Friday and After School 3.00 pm – 6.00 pm, Monday – Friday. This provision will run during the Schools academic year

3 Registration

3.1 Before you can use the club you must first complete a Registration Form. This form can be found on our website at <http://thecanonsprimary.co.uk> or from the School Office.

3.2 The completed Registration Form must be handed in to the school office or emailed to admin3302@welearn365.com

3.3 Within the Registration form is a section for you to complete your contact details. You can only use the club if those contact details are kept up to date and it is your responsibility to ensure that any changes are communicated to us. This can be done in writing or by e-mailing us at admin3302@welearn365.com **Changes cannot be accepted by telephone**

3.4 In the event that the child is to be collected by an adult other than those included as a contact within the registration form as updated then you must telephone the club on 02476312220. The School office closes at 4.30 pm Monday to Thursday and 4.00 pm on Friday and advise us as to the identity of the person collecting your child. We may seek proof of identification and you must advise this person of the need to provide the same upon arrival.

4 Booking a place

4.1 Places can only be booked using our online booking service (Teachers to Parents - School Money).

4.2 At certain times we may be oversubscribed. Places are therefore allocated strictly on a first come first served basis.

4.3 For reasons of child safety in the event that a child will not be attending the club then we must be advised either in person or by telephoning the school on 02476 312220. But please see section 5.3 and 5.4 below.

4.4 Once made, a booking cannot be cancelled.

5 Price

5.1 You will be charged for the full amount for each session booked for your child. (Please refer to the pricing structure below)

FEES AND CHARGES

Session Time	Per child
7.45 am - Start of School	£4.00 per session
End of School till - 4.15pm	£4.00 per session
End of School till - 5.15pm	£8.00 per session
End of School till - 6.00pm	£12.00 per session
<u>Child/Children not collected by allocated agreed time</u>	£5.00 per child per 15 minutes

5.2 Should you choose to collect your child before the end of a session you will be charged the full amount for that session

5.3 Because of the need for us to ensure that sufficient staff are available on site to look after all of the children in the event that you do not wish to proceed with a booking the full fee will nevertheless be charged

5.4 For the same reason we are unable to refund fees even if we are notified of a cancellation under 4.3 above

6 Payment

6.1 Payment can only be made by using the School Money System, which parents have access to. We will also accept Child Care Vouchers but you must notify us of the provider with whom you subscribe.

6.2 We must receive payment in advance before you are entitled to use the club.

6.3 Under normal circumstances once a place has been booked money cannot be refunded. The exceptions to this are:

For emergency school closures a full refund of sessions missed will be made. If a child attends a school residential trip a full refund of sessions missed will be made.

6.3 Places are to be booked weekly in advance. Places at the Club cannot be guaranteed if payment is not received. If payment is not received the child's place at the club may be cancelled.

7 Late Fees

7.1 It is incumbent upon you to collect your child in accordance with the sessions booked and paid for by you. In the event that you are unable to collect your child on time, you agree as a term of your being able to use the club that we will charge you additional late fees.

8 Behaviour

8.1 Children will be expected to adhere to the same standards of behaviour as is expected of them during the school day

8.2 We reserve the right to refuse or withdraw entry to any child for any reason to the Club.

8.3 We will not be able to offer 1:1 support in the Club.

9 Policies

9.1 The out of school provision will operate in line with all School's policies and these can be found on the School website: <https://www.thecanonsprimary.co.uk/policies/>



Please return this signed page to the School Office or the Before or After School Club

**I CONFIRM THAT I HAVE READ AND UNDERSTAND THESE TERMS AND AGREE TO
BE BOUND BY THEM** ☐

Signed

Printed

Child/Children's Names

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Date