



HRS Breakfast and After School Club

Terms and Conditions

HRS Breakfast and After School Club is based at, and run by, Helena Romanes School. We offer childcare after school for children aged 4-11 years old. All children must be out of nappies and toilet trained. HRS Breakfast and After School Club aims to provide a fun, safe and inclusive environment that covers the needs of both parents and children.

Rates

Breakfast Club

Full session (7.30am - start of school) £5

After School Club

Full session (after school – 6pm) £12

Booking Policy

- Bookings for Breakfast and After School Club must be made at least 24 hours in advance and we encourage parents to book half termly in advance.
- If you wish for your child to attend extra sessions or book ad hoc sessions (in addition to those already booked) these must be booked and paid for on Arbor. Any extra sessions are subject to availability.

Payment Policy

- Breakfast and After School Club sessions are available to book using Arbor. Sessions must be paid for at the point of booking.
- We have the right to cancel your child(ren)'s place(s) at the club if you fall behind with payments.
- If you would like to use childcare vouchers to pay for wraparound care please email the following information to blouth@hrs.education. You will then be able to complete your bookings and we will add the vouchers to your account.
 - Name of child
 - Amount (in pounds and pence)
 - Payment date
 - The payment split breakdown if it's to be split across siblings

Refund & Cancellation Policy

- Please let Breakfast and After School Club know if your child is not attending a session for any reason. There is no refund for any sessions missed due to illness/school trips/play-dates. Breakfast and After School Club needs to be aware of the number, ages and abilities of children attending each session, so we are fully prepared regarding staff, activities and other aspects that ensure the sessions run smoothly.

- In the instance that your child(ren) is/are excluded from Breakfast and After School Club due to behaviour (please see Behaviour Policy), you will not be entitled to carry over that payment or receive a refund for the booking.
- If the child(ren) is excluded from Breakfast and After School Club, we will refund pre-payments, but not the session the decision occurs in or following booking.

Drop Off and Collection Policy

- On collection of your child(ren), you will be asked to sign them out and note the time of collection.
- For your child(ren)'s safety, if you require someone else to collect your child(ren), then you must inform us of this beforehand. This person must be at least sixteen years of age or older. We ask that a password is given to us and the person collecting your child(ren) on your behalf. This will ensure that your child(ren) is collected by the correct person and is safe.
- Your child(ren) must be collected by 6pm. If you are going to be late, you must inform us as soon as possible. Late collection will involve a charge of £5.00 for every 5 minutes past 6pm per child.
- Please ensure that your child(ren) have all their belongings before leaving After School Club.

Child Behaviour Policy

In the event of your child behaving in a manner that is inappropriate or potentially harmful to other children or adults, the following procedure is in place:

1. The parent, guardian or carer of the child(ren) will be informed verbally.
2. A written warning will be given/sent to the parent, guardian or carer of the child(ren). In this instance, and at Breakfast and After School Club's discretion, we may call and request that the child(ren) be collected as soon as possible. The child(ren) may also be excluded from Breakfast and After School Club on the next booked session.
3. If a further event occurs within three months of the written warning, the child(ren) will be refused a place at Breakfast and After School Club.

Breakfast and After School Club Policies

HRS Breakfast and After School Club has in place policies on the following:

- Admissions and Fees Policy
- Arrivals and Departures Policy
- Care, Learning and Play Policy
- As HRS Breakfast and After School Club is part of Helena Romanes School, all policies are the same policies as the policies of the school.

We advise parents, guardians and carers to read these policies, which are available on our website or, please ask a member of staff for a copy.

Contact Details

After School Club Manager: Bev Louth

HRS After School Club

C/o Helena Romanes School

Parsonage Downs

Great Dunmow

CM6 2AU

Telephone: 01371 876 593

Email: primaryenquiries@hrs.education

If you wish to speak in person to the After School Club Manager, then you may do so towards the end of the session when collecting your child(ren). For longer discussions, please contact us and arrange an appointment. If you would prefer your child(ren) to not be present at the meetings, please discuss this with us and we can help with arrangements.

Please retain our Terms and Conditions for your information. Please sign below and return to Breakfast and After School Club, along with your child(ren)'s completed registration form online.

Up to date Terms and Conditions will be made available on our website and also on request to the After School Club.

Parent / Guardian / Carer

I have read, agree and will abide by the Breakfast and After School Club Terms and Conditions.

I will ensure that the school are kept up to date with any changes to contact or medical information.

Print Name:

Signature:

Child(ren)'s Name (s):

Date:
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