



## Terms and Conditions BreakfastClub @Young Explorers

### Fees

Breakfast Club fee is charged in accordance with start time, which must be booked in advance.

07.30 – 8.40 - £5.50 including breakfast and escort to school

08.00 – 8.40 - £4.50 including breakfast and escort to school

Ad-hoc bookings are £6.00 and £5.00 respectively, dependant on availability.

Fees are payable per term in advance by direct transfer, cheque, cash or childcare vouchers. Payment by instalments, over the course of the term can be arranged. We will give you an invoice at the start of each term showing the amount due. Payment is expected within 7 days of start of term, otherwise a £15 charge will be made for late payment. For your child to keep his/her place at Club @Young Explorers you must pay the fees on time. If fees remain unpaid for more than 2 weeks your child's place will be re-allocated. (If there is a problem with fee payments, then please discuss with the management team immediately).

Fees must still be paid if children are absent for short periods of time. Refunds or replacement sessions will not be given for unattended sessions.

Fees remain payable when the session has closed for reasons beyond our control e.g. severe weather. However, our policy on Emergency Closure sets out how we hope to deal with such events in as fair a manner as possible.

Ad-hoc sessions will be available if we have spaces – these can be booked up to one month in advance.

### Arrival/Collection

You should ensure you do not arrive before your agreed time. If you do arrive before your booked in time, and there are places available, you will be charged the additional fee. Breakfast ceases at 8.20, even if you have booked into the earlier session and are running late.

### Safeguarding

The safety and wellbeing of a child is our primary concern and we will need to take appropriate action if we feel that a child is at risk. Please read our policy for more details.

### Medication

If your child needs medication whilst they are in our care, please communicate this to the management team as we have a form you need to complete. Without permission, we are unable to administer medication. Medication needs to be handed to the manager on arrival, so that it can be stored safely for the duration of the session.

### Food and Drink

Food and drink is supplied for this club – please let the team know if your child has any allergies or dislikes.

### Photographs

You agree to give permission that photographs may be taken of your child and used for our website or for newsletters.

### Complaints/Compliments and Concerns

Please talk to us, our door is always open. If you are unhappy with our handling of any complaints we have policies that will guide you through the appropriate channels. We are also happy to receive positive feedback, comments and suggestions on how we are doing or can improve our service for you and your children.

### Policies and Procedures

Copies of our policies & procedures can be found at our Welcome Desk.

Young Explorers reserve the right at any time to refuse admission or send home any child if it considers such action to be necessary in the best interests of the other children and/or staff.

### Information Sharing

I agree that information about my child can be shared with any agencies that the management team feel applicable, this also includes sharing information with St. Andrew's Primary School and for them to share information with us regarding your child.

I accept the terms and conditions set out above and am aware that there are policies to guide and support them.

..... Parent Signature (on behalf of the family)

..... Parent Name – Please print

.....Date