



Barnsbury Little Buddies

Out-of-Hours Care
Barnsbury Primary School
Almond Avenue
Woking
GU22 0BB

Little Buddies Lead: Mrs K Colman

Head Teacher Mrs J Harrup

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Email: info@barnsbury.surrey.sch.uk

Barnsbury breakfast and after school club Little Buddies TERMS AND CONDITIONS

Admissions register

- Little Buddies breakfast and after school club is accessible to children attending Barnsbury Primary School and Nursery: From Nursery (age 3 upwards), through to Year 2.
- To be placed on the register, please complete a full registration form and sign the terms and conditions form for each child you wish to register.
- I understand that Little Buddies breakfast and after school club will keep my details on file for the legal amount of time for each type of document. After this time the documents will be disposed of securely in line with policies.

Booking sessions

- To book your sessions you need to be set up on the Parentmail booking system. Once you are set up on ParentMail, you can book as many sessions as you like, as long as it does not say 'out of stock'. I am afraid that 'out of stock' means that we have already reached our maximum capacity for that day, and therefore cannot take any more children.
- The booking system is on a **'first come, first serve'** basis.
- The sessions are released half termly, for example September to October half term. The release date is every two months, on/near the 15th of the month.
- Sessions are closed seven days before the session date on Parentmail. If you require a space and the session is greyed out and not sold out please email us on info@barnsbury.surrey.sch.uk
- Breakfast club is 07:30 to 08:30 and is £5.00 per child.
- After school club is 15:00 to 18:00 and is £12.00 per child
- On the last day **before** the Christmas, Easter and Summer holidays, school finishes at 13:15 and the after school club is 13:15 to 16:00 (not 18:00) and is £12.00 per child.
- If you collect your child later than 18:00, we will charge a **late collection fee of £1.00 per child per minute**, for example 20 minutes late will incur a £20 fee per a child. This will apply to all late circumstances, including any delays in traffic.

Payment

- Payment must be made before the session is used.
- Please plan in advance when completing any childcare vouchers or government tax saving payment before the release date. As these payments will be allocated manually and the credit balance can be used towards selected sessions and checked out.
- We do not accept payment by cash or cheque.

Cancellation

- The cancellation of a session(s) is the responsibility of the parent. This can be completed by removing the session from Parentmail. If a payment has been completed and a session has been removed, a credit on Parentmail will be available for future sessions.
- Cancellation needs to be completed seven days before the session date. Once the date has been greyed out you can no longer cancel this session.
- No credit is given for any session cancelled less than seven days' notice.
- No credit is given for sickness unless the illness is prolonged, this needs to be explained and agreed with the headteacher.
- If Little Buddies breakfast and after school club has to close due to unforeseen circumstances and it is one of your sessions then a credit will be issued on your account in due course.

Refusal or Termination Policy

Barnsbury Primary School and Nursery retains the right to terminate membership or refuse admission to children if the school believes that their behaviour, or their parents / carers behaviour, is prejudicial to the interests of the school, its children, or those who work for it.

Our terms and conditions will be reviewed annually and may be changed. You will be given notice of any changes.

Parent or Carer signature **Dated**

Child's Name **Class**