



# Barlby Bridge Breakfast Club and After School Club

Please read our terms and conditions and complete all forms.



## Barlby Bridge School Breakfast and

### After School Club booking form

Please complete the booking form below. You should also complete a registration form after having read the terms and conditions.

If this is a regular booking, please indicate which days/sessions your child will be attending. Last minute or non-regular booking can be made at the office by telephone or in person although we will normally require at least one day's notice. If you are making a late or non-regular booking a place cannot be guaranteed if our numbers are too high. All parents or carers will be asked to complete booking and/or the registration form before or after the session.

Name of child

Regular Booking Yes/No	Last Minute Yes/No	Ad hoc Yes/No
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	Monday	Tuesday	Wednesday	Thursday	Friday
Breakfast Club 8.00-8.45					

Afterschool club 15.10-16.30					
15.10-17.30					

Please indicate below how you would like to pay for the sessions

Cash	Cheque	Childcare voucher	Online School Money
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Signed.....Date.....

By signing this agreement you agree to our charging policy a copy of which is available on our website. Late payment or non-payment of fees will jeopardise your child's continued attendance at the club.



## Barlby Bridge School Breakfast and

## After School Club booking form

### Terms and Conditions

Barlby Bridge CP School, Thomas Street, Barlby, Selby YO8 5AA

#### 1. **Admittance**

Places are allocated on a first come first served basis. You will need to complete a booking form before a place can be reserved. If reservations exceed 26 places, parents can join a waiting list and they will be allocated a place when one becomes available.

#### 2. **Fee Payment**

Fees can be paid by cheque, cash or childcare vouchers or using the online money system. Bills will be issued weekly usually on a Monday and we would prefer payment within the week. If the amount that is outstanding exceeds £75 your place may be jeopardised and you could be asked to remove your child from the club.

#### 3. **Fees and Hours of opening**

##### **Breakfast club** (including Breakfast)

Hours of opening Monday to Friday term time only(not including training days)

8.00am – 8.45am                                      £3.00

##### **After School club** (including a snack)

Hours of opening Monday to Friday (not including training days)

3.05/3.10pm – 4.30pm                              £5.00

3.05/3.10pm – 5.30pm                              £8.00

**Children should be picked up no later than 5.30pm at the end of the day. The school reserves the right to make an extra charge if a child is not picked up on time and if this happens on a regular basis this may jeopardise your child’s continued attendance at the club**

#### 4. **Arrival and Departure of Children**

On the registration form you are asked to give details of at least one other person who may collect your child if the need arises. However you should always advise us who is collecting your child if there is a change.

All children will be signed out of the After School Club and if they are picked up after 4.35pm they will be charged at the FULL rate of the 3.05/3.10-5.30pm session.

NO child will be allowed to leave with anyone other than the person(s) named on

the registration form unless prior arrangements are made.

**5. Cancellations**

Non-attendance of booked sessions will be charged at the session rate for Breakfast Club and hourly rate for the After School Club. If a place is cancelled on the day due to sickness the charge will be waived. If the place is cancelled 7 days before the regular booking you will not be charged.

**6. Valuables**

We cannot be held responsible for the loss or damage to valuables.

**7. Complaints**

The club takes all complaints very seriously and undertake to resolve the matter at the earliest opportunity. All complaints will follow school procedure.

**8. Sickness**

Parents will be contacted if children are taken ill following school protocol.

**I have read and accept the above conditions for my child attending Breakfast/After School Club.**

**Parent/Carer's Signature**

**Date**



Barlby Bridge School Breakfast and  
After School Club booking form  
Registration Form

Barlby Bridge Community Primary School runs the Breakfast and After School Club. Your child's contact and medical details are held on school records and these records will be used by the club. Please could you complete this Registration form for our records so that we have all the updated details.

Contact for the after school club is via a school mobile number -  
07866134203

Name of child.....

Collection arrangements in order of priority			
Name	Relationship	Home/Mobile no	Work No
<b>Relevant Information</b> Please provide any other information you feel we should be aware of including medical information such as allergies, severe nosebleeds, migraines, asthma etc.			