



## GREENLEAS SCHOOL BEFORE & AFTER SCHOOL CHILDCARE (BASC): TERMS AND CONDITIONS

Greenleas provides morning and after school childcare for all our main school pupils aged 3 to 9 years, in a safe, happy environment. There is a balanced and varied programme of indoor and outdoor recreational activities to suit everyone.

The morning session starts at 7.30am; children attend until 8:45am. The afternoon session starts at 3:30pm when school ends and children may attend until 5.30 pm. **All children must be collected by 5.30pm.**

### BOOKING:

- Places are booked in advance, by parents, using our online system
- Parents register for booking by signing up to the School Gateway
- Places may be booked for regular use or an occasional basis
- Bookings must be paid for in advance and can be made up to half a term in advance. Children will not be allocated a place if payment has not been received.
- Places are allocated on a first come, first served basis.

### FEES:

- Attendance fees 2023/24: 7:30-8:00 am £3.15; 8:00-8:45am (£4.75) 3:30 – 4:30pm (£4.95), 4:30 – 5:30pm (£4.95). Children must be collected by 5.30pm. In instances where children are not collected by the end of the session they will be booked onto the next session and charged accordingly, a charge of £10:50 is made for every 5 minutes after 5.30pm.

### PAYMENT:

- Payment for sessions is by BACS, debit or credit card via our online system and must be made at the point of booking. Any sessions booked for which payment has not been received will be cancelled by the school
- Childcare vouchers are accepted by the school. Payment for vouchers must be received into the school's bank account within one week of booking or any spaces booked will be cancelled by the school. Please contact the Finance Team for further details
- Late collection charges will be applied to your online account and must be cleared before further sessions can be booked
- Where monies are not paid the school will follow its Debt Management Policy

### CANCELLATION and VARIATIONS:

- No credit will be given for sickness except in exceptional circumstances agreed by the Head Teacher or School Business Manager, e.g. hospitalisation or long-term sickness.
- 48 hours' notice is required to cancel sessions. Please contact [finance@greenleas.net](mailto:finance@greenleas.net) to cancel sessions. You will receive a credit for sessions cancelled 48 hours in advance. Sessions cancelled with less than 48 hours' notice will be charged at the normal rate.
- Where your plans change at short notice please inform the school office in order that we can alter the After School Club register.
- Early drop off or late collection: Children not booked in to the 7.30-8.00 am slot dropped before 8am will be charged for the session, children booked until 4.30pm will be added to the following session after five minutes and charged accordingly. In the event of collection after 5.30pm a charge of £10.00 will be made for every five minutes.

### SAFEGUARDING:

- The Safeguarding and Child Protection Policy and procedures for the school apply
- Please inform us the school if someone other than a parent will be collecting your child.



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### **SICKNESS, ACCIDENTS, FIRST-AID AND EMERGENCIES:**

- If a child becomes ill during a BASC session, every attempt will be made to contact one of the people listed on the Registration Form
- In case of a minor accident, basic first-aid will be administered
- In case of an accident requiring more than basic first-aid, Greenleas staff will act in loco parentis and take the necessary action to gain medical treatment for your child
- Medication can only be given if prescribed by a doctor and a medicine form has been completed (obtainable from the School Office)

### **BEHAVIOUR:**

- Children are expected to behave politely and sensibly. As in school, persistent or serious misbehaviour will be reported to parents and to the Head Teacher.

### **ACCESS TO PROVISION:**

- The school reserves the right withdraw access to the provision in certain circumstances e.g. persistent late collection of children, serious behaviour problems, or non-payment of invoices.

Use of the BASC constitutes acceptance of the terms.