



Byfleet Breakfast and Rainbow After-School Club

“Learning, Caring, Sharing”

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SUMMARY OF Byfleet Breakfast and After School Club Terms and Conditions

Booking

- All bookings are made online and can be made up to two school days before the day of the session, subject to availability.
- There are limited spaces available which are allocated on a first come first serve basis.
- Bookings can be made up to two before the end of term for the next half-term's sessions.
- From January 2020, bookings can only be made when the Scopay account has a credit balance.

Payment

- Payments made online are available immediately.
- If using the Child Care Voucher method of payment, please ensure there is enough credit in the account to cover the request.
- If a child goes from any school activity club to the After-School Club, the full amount must still be paid.

Changes to the booking

- Changes to online bookings can be made up to 2 days in advance of the booked session.
- In exceptional circumstances, additional sessions can be made on the day by phoning the office by 11:30am.
- Cancellations due to a child's illness will be refunded, if the office are informed that a child will no longer be attending the session when the parent/carer reports the child absent in the morning.

Use of the Clubs

- Parents need to accompany their child into the Breakfast Club signing them in with the correct time.
- Children cannot arrive at the Breakfast Club any earlier than 7:30am. Staff may be present but this is to allow adequate time for setting up prior to the club opening at 7:30am.
- Children must not turn up to the Breakfast Club without a booking.
- On collection from the After-School Club, parents need to accurately record the time of departure.
- Children must be collected at the end of the session; if late, please call or text the After-School Club. Please note late pick-ups will be charged from 5:40pm at £5, then a further £1 for every minute thereafter.
- The manager must be notified if a parent is unable to pick their child up on time or if another person will be collecting their child.
- Parents are asked to respect and trust the decisions made by staff and behave in an appropriate manner to all staff.

Byfleet Breakfast and After-School Club is part of Byfleet Primary School governed by the school's local governing body. Please be aware that we reserve the right to refuse access to this facility for any parent who refuses to abide by the procedures and protocols in place to ensure the safety and welfare of our children.