

HFS Early Birds and Harvington Wrappers



Terms and Conditions including Booking Form (attached)

These terms and conditions are a contract between Harvington CE First & Nursery School and parents of the child/children attending the Early Birds and/or Harvington Wrappers.

Provision

HFS Early Birds and Harvington Wrappers take place in the school hall and/or Nursery, which is situated in, and is part of, Harvington CE First School, Harvington.

Breakfast club, 'Early Birds' is open to all children who attend our school, from Nursery through to Year Five. Each child attending Early Birds needs to be signed in. Breakfast will be provided along with various activities until it's time for the children to go in to school or into the care of the Nursery. Nursery, Reception Class and Year One children will be escorted to their classroom. Other children will walk to their classrooms.

For Harvington Wrappers, children will go directly from their classrooms to the setting for activities and a snack until parents' collection. Each child must be signed out on collection. Harvington Wrappers will be open to all children who attend our school, from Nursery through to Year Five.

All children from Harvington Wrappers must be collected before the end of the session, otherwise a late collection charge will be enforced. A late collection charge of £5 per 15 minutes or part thereof will be made for children not collected by the end of session. This will be added onto half termly invoices. This is to cover staff costs that would be incurred in this situation. If you are going to be late please inform us immediately.

Our Early Birds and Wrappers provision is fully equipped with a wide range of resources for your child. We cannot accept any responsibility for loss or damage to personal property.

Booking

Sessions will be booked on a first come, first served, basis. A waiting list will operate if any session is oversubscribed and you will be advised as soon as a place becomes available. Booking forms will be reviewed once a week, usually on a Wednesday – although 'emergency', one-off sessions may be considered if places are available.

Extra Sessions

Extra sessions must be booked in writing on the appropriate form. This can be downloaded from the school website, or the office can provide a paper copy. Bookings will then be confirmed with the school office. Sessions may be paid for at the time of booking or added to the next invoice. Sessions cannot be swapped. Extra ('ad hoc') sessions may be booked up to two weeks ahead of the required date, but no more than that, without exception.

Fees, Monthly Invoices, Payment and Late Payment

All fees are outlined on our Booking Form. Fees are chargeable in advance for those sessions which are booked. Invoices will be issued at the beginning of each new half-term. One off sessions need to be paid for at the time of booking. These cannot be invoiced. PLEASE NOTE if you have booked a place at Wrappers and your child attends an after-school club, you will still be charged for the Wrappers place.

Invoices are issued on behalf of Worcestershire County Council. Payments are made directly to Worcestershire County Council via BACS, online banking, telephone/PC banking, bank giro credit, or by post or in person. Invoices must be paid within 30 days. If you wish to use childcare vouchers or the government's

tax-free childcare (TFC) scheme, please contact the school office for more information. Unfortunately we are unable to accept Nursery funding to cover sessions in our Early Birds and/or Wrappers clubs.

Occasionally we may have to ask for extra payments, for example, a voluntary contribution towards a school visit.

In circumstances where a parent/carer is unable to keep up payments we would ask that you contact the school immediately to discuss the issue before time passes and we take formal action. Failure to meet payment will result in termination of the child's place. The parent/carer remains responsible for all outstanding fees. All sessions booked must be paid for, regardless of whether the child attends. We would hope you appreciate we have a high amount of overheads and are unable to cover these if late payments are made.

We reserve the right to review the fees at any time, but will give you no less than one month's notice prior to any changes taking effect. In the event that bank charges are incurred as a direct result of your non-payment of fees, we reserve the right to charge you an administration fee of £15.00.

Discounts

To help make our childcare affordable to the widest group of parents we offer discounts for sibling places if two or more children are booked into the same Early Birds or Harvington Wrappers session. Any one discount cannot be used in conjunction with another. Please see the latest Booking Form for charges.

Holidays and Sickness

All sessions must be booked and paid for regardless of whether the child attends or is absent due to illness or being on holiday. No refunds will be given for sessions missed. For safeguarding purposes we request that you inform us if your child will not be attending any booked sessions.

Accidents, Illness and Medication

Early Birds and Harvington Wrappers will administer basic first aid and treatment when necessary. Parents will be informed of all accidents. For accidents of a more serious nature involving hospital treatment all attempts will be made to contact the parents but failing this we are hereby authorised to act on behalf of parents to obtain the necessary treatment. We will administer prescribed medicines providing parents complete a Medication Administration Form which gives written consent to do so. We may require parents to withdraw their child from Early Birds or Harvington Wrappers in the event that they require special medical care or attention where it is considered that the child is not well enough to attend or where they may be suffering from any contagious diseases or infections which could be passed onto other children. We accept no responsibility for children contracting contagious diseases or infections. Please refer to our First Aid Policy. Parents are requested to inform us if their child is suffering from any illness or allergy before attending Early Birds or Harvington Wrappers.

Allergies

Parents are required to inform Harvington CE First School of any food, medicine, activities or any other circumstances that may cause the child to have an allergic reaction. This information should be shared on the Data Collection/Consent Form.

School Closure

HFS Early Birds and Harvington Wrappers will close in line with school holidays and teacher training days, no charges will be made for these periods. However, if in exceptional circumstances or due to bad weather the school has to close, no refunds will be given.

Termination and Notice Period

We reserve the right to terminate a child's place with immediate effect if any fees are not paid by the date due or if a parent, carer or child displays abusive, threatening or inappropriate behaviour towards a member of staff or another child. You may end this agreement at any time by giving us at least four weeks written notice of cancellation of your Early Birds or Harvington Wrappers place, users will be charged if insufficient notice is given. We may terminate a child's place at any time by giving you at least one month's written notice. We will normally only invoke this option at the end of the summer term. Parents still remain liable for fees throughout the notice period.

PLEASE NOTE: Early Birds and Harvington Wrappers bookings **DO NOT** roll over from one academic year to the next. **All** parents will be asked by May of the current academic year to complete a new booking form setting out their requirements for the upcoming academic year (which starts in September). Places for the new academic year will be allocated on a first come, first served basis. Prior attendance does **NOT** guarantee a place for the new academic year.

Security

Under no circumstances will a child be able to leave HFS Early Birds or Harvington Wrappers with anyone unknown to the staff unless a parent has previously arranged this. Parents/Carers must provide name and photo of other adults authorised to collect children. If a parent has made alternative arrangements by telephone, Harvington CE First School will require the name of the person collecting the child, their address and telephone number. Proof of identity will be required upon arrival and a password only known to the person collecting the child, child's parent/carer and HFS Harvington Wrappers staff.

Photo Permission

At Harvington CE First School we use photographs of the children in and around the setting for various projects. If you do not wish for your child to be included please indicate this on the Data Collection/Consent form.

Safeguarding

Safeguarding our children is our highest priority. We have an obligation to report any safeguarding concerns to the relevant authorities. We may do so without your consent and/or informing you. Please see our Safeguarding Policy for further information. If you have any safeguarding concerns please report these to the school Designated Safeguarding Lead.

General

Data collection/consent forms must be completed prior to children attending Early Birds and/or Harvington Wrappers. You should inform us immediately of any changes to personal contact details. You must keep us informed of any changes to the person(s) authorised to collect your child. We have an extensive insurance cover and full details of this are available on request. We reserve the right to amend these terms and conditions at any time, and will provide a minimum of one month's notice to changes.

We have an obligation to report any safeguarding concerns to the relevant authorities. We may do so without your consent and/or informing you. Please see our Safeguarding Children and Child Protection Policy.

If you have any concerns regarding the services we provide, please contact the school. Your satisfaction is of paramount importance to us and any concerns/complaints will be dealt with straightaway.

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Early Birds and/or Harvington Wrappers

Please complete this form and return it to the School Office.

- ☐ I/We have read, understood and agreed the Terms and Conditions
- ☐ I/We agree to complete the booking form and data collection/consent form prior to my child starting Early Birds and/or Harvington Wrappers
- ☐ I/We agree to pay all fees within 30 days of receiving the invoice.
- ☐ I/We understand I/we must give one month's notice for any changes in booking
- ☐ I/We understand I/we must complete a new booking form each academic year (for example May for the following September)
- ☐ I/We further understand that it is my/our responsibility to ensure that the school receives any changes in contact details, medical needs or allergies.
- ☐ I/We acknowledge that Harvington CE First School will follow school policies and procedures. These are available on request.

Name of Child:

Signature of Parent/Carer

Date