



The Den - Terms and Conditions

It is important that Parents and Carers read and understand the Terms and Conditions prior to registering their child into The Den Breakfast and/or After School Club.

It is the responsibility of Parents and Carers to ensure that your child also understands the terms and conditions outlined below.

Your signature on The Den's 'Agreement Form' is your agreement to fully accept and abide by them at all times.

1. The Den offers Breakfast and After School care for children at St Ann's Heath Junior School.
2. The Den Breakfast Club is open from 7.50am-8.40am Monday – Friday during term time only.
3. The Den After School Club is usually open from 3.10-6.00pm Monday - Thursday during term time only.
4. The Den will not be open on INSET days or bank holidays. The Den After School club will also be closed on other days, such as Sports Day and on the last day of each term.
5. Bookings must be made in advance using the parents ScoPay account, dates of opening will be reflected on the appropriate calendar on ScoPay. Full payment is required at the time of booking, with the exception of those parents using Childcare vouchers.
6. Childcare vouchers can be used as payment for the sessions booked at The Den Breakfast and/or After School Club. Voucher payment should be made to the St Ann's Heath Junior school bank account (HSBC 91141406, 40-20-34).
7. When a booking has been confirmed and payment has been made, there are no reductions or refunds for any periods of non-attendance due to holidays or sickness within 5 days of the booking.
8. The Parent or Carer should notify the school by either phone or by email on den@stannshealth.org if a child will not be attending a session held within the following 5 days.
9. The Den cannot be held responsible for failure to provide the service in circumstances beyond the club's control.
10. The Den will use the information provided to the school for contact details, medical information and consent forms for a child. The Den agreement forms must be completed and signed prior to a child attending The Den.
11. If for any reason, the child's contact details and medical information changes, the parent or carer must inform the school immediately. If there are any other significant changes in circumstances that may affect your child, the parent or carer must inform the school immediately.
12. If a child becomes unwell during a session, we will contact the parent or carer and request that they or a named person collects the child.



St Ann's Heath Junior School

Sandhills Lane, Virginia Water, Surrey GU25 4DS

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Co-Head Teachers: Mrs J King, Mrs P O'Connor

13. Medication can only be administered at The Den provided the parent/carer has signed the Medicine authorisation form.
14. The Den staff must be informed if a child has been in contact with any infectious diseases /conditions or has an outbreak of head lice.
15. Should any child, in the opinion of The Den staff, be consistently behaving in a manner that does not comply with the school's Behaviour and Relationship policy, the parents/carers may be required to seek alternative wraparound care provision for their child.
16. All articles of clothing should be clearly marked with the child's name.
17. All belongings left in The Den are at the owner's risk and The Den cannot take responsibility for any left or lost items.
18. During the course of The Den activities, clothing may become soiled. The Den cannot accept responsibility for any damage to, or soiling of clothing, but will provide aprons for Art, craft and cooking activities.
19. Suitable clothing and footwear for all weather conditions during outside play must be provided by parents/carers.
20. In accordance with the Schools Online safety and Acceptable Use policy pupils attending the Den will not be allowed to use or have on their person any mobile phone or similar device. The device should be handed to staff who will keep this safe until the child is collected.



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Cost, timings and booking arrangements

Cost	
Breakfast Club	The cost of each daily session will be £6.00 Costs are reviewed annually
After School Club	The cost of each daily session will be £13.00 Costs are reviewed annually
Late collection fee from After School Club	Any child collected after 6.00pm will be charged an initial £5 fine. There will be a further £5 charge every 10 minutes thereafter. The fines will appear on your ScoPay account and the late collection fee will need to be paid in full before the child is able to attend their next session. If a child has 3 late collections the child will lose their place at The Den with immediate effect.
Timings	
Breakfast Club	7.50am-8.40am We ask that children are dropped off between 7.50-8.00am if they require breakfast
After School Club	3.10pm – 6.00pm Please note the collection time as late collections will incur a fee.
Bookings	
Breakfast Club and After School Club	<u>Bookings for both Breakfast and After School club will need to be made on ScoPay in advance.</u> Bookings for Breakfast club and After School Club can be made up to 5 days ahead. A balance must be showing on your ScoPay account to allow you to complete your booking. Once bookings have been made, you can make changes to the booking up to 5 days prior to the attendance. Changes after that time will be non-refundable.
Payment	
Breakfast Club and After School Club	Childcare vouchers. These should still be sent to the same bank account details and your ScoPay account will be credited with the associated balance of the voucher Direct payments You must ensure that you have credit on your ScoPay account and have a positive balance showing to be able to make bookings for the clubs



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Agreement Form

I have read the consent form and marked the requests as appropriate.

I have read, understood and agree to abide by the Terms and Conditions.

I have read, understood and agree to the late collection procedures and fees. I understand that 3 late collections or non-payments of fees prior to attending The Den will jeopardise my child's continued attendance at The Den.

I recognise that if this application is accepted, the booking procedures and associated documents will form the basis of the contract.

I understand that The Den policies and procedures are subject to change and without prior notice, but which will be made available on request.

I agree to contact The Den manager if any of my child's details change.

I hereby consent for my child to take a place at The Den Breakfast or After school club.

Signed:.....

Name (please print):

Relationship to child:

Date:



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Consent Form

Please read the following information carefully and delete where appropriate:

Do you consent to your child undergoing any emergency medical treatment during attendance at the club?	YES	NO
Do you authorise the club staff to sign any written form of consent required by the hospital if the delay in getting a parent/carer signature is considered as endangering the child's health and safety by the doctor?	YES	NO
Do you authorise the club's staff to administer medication prescribed by the child's GP and on your instructions?	YES	NO
Do you authorise the Club to provide plasters to cover wounds?	YES	NO
Do you authorise The Den staff to take photographs of your child for use on the school's website?	YES	NO
Do you authorise The Den staff to take photographs/video recorded material of your child as part of a children's activity and/or for sole use of The Den club.	YES	NO
Do you authorise your child to watch PG films/DVDs that The Den manager has approved as suitable and are part of The Den's play programme.	YES	NO

Signed:.....

Name (please print):

Relationship to child:

Date: