



# Darlinghurst School

## Breakfast Club and 'Acorns' After School Club

### TERMS & CONDITIONS

At Darlinghurst School we provide affordable childcare before and after the school day (7.45am-6.00pm) to support parents who are working or training. Both clubs are intended for parents/carers who need childcare on a regular basis therefore we cannot guarantee places for ad-hoc usage. Sessions are carefully planned and as well as a range of creative activities, we also offer the use of IT equipment, indoor and outdoor play activities and sessions in the school library.

We teach the children to behave in a socially acceptable way and to understand the needs and rights of others. We also encourage and promote healthy eating. For example breakfast includes cereal such as Weetabix, Cornflakes and Rice Krispies. We also offer toast with various toppings and fruit juice. Snacks in after school club include fruit, sandwiches, wraps and crumpets.

Before using the service parents are required to sign a booking form, which includes medical information and must sign two copies of the terms and conditions. One must be returned to the club and the other should be retained by the parent / carer. It is the responsibility of the parent/carer to inform the club of any changes.

### OPENING & CLOSING TIMES

- Breakfast club is open from 7.45am until 8.40am.
- After school club is open from 3.30pm until 6.00pm.
- All breakfast club children must enter via the hall extension. This is also the exit door for after school club.
- All children must be brought to breakfast club by a responsible adult and should not arrive before 7.45am.
- Children are registered on arrival at both clubs.
- Parents / carers must collect their child / children from after school club at or before 6.00pm. We appreciate that you may sometimes be unavoidably delayed. If you are running late you must phone the staff to let them know on 07864921286. Parents / carers may be charged an additional amount to cover the cost of staffing if they are more than fifteen minutes late collecting their child / children on more than one occasion within a half term.

## FEES

The charge for breakfast club is £3.00 per session, per child. The after school club is £3.00 if collected by 4.00pm, £7.00 thereafter, per child. Concessions may apply at the discretion of the Principal. Payment can be made by Parent Pay or childcare vouchers **and must be made in full in advance. Failure to do so will result in your child's / children's place being withdrawn.**

**We reserve the right to terminate this contract without notice, if the above terms and conditions are broken on multiple occasions eg. late payments.**

## BEHAVIOUR

Whilst children are in the care of Darlington School they are expected to follow the School's Behaviour Policy at all times. We will speak to parents if it is felt that a child is not complying with the school's Behaviour Policy. Unacceptable behaviour will not be tolerated and could result in your child's place being temporarily or permanently withdrawn.

## BOOKING SESSIONS

A booking form must be completed for each term you wish your child / children to attend either Club although shorter term arrangements can be made. **Any ad-hoc bookings for the next day must be made by 9.30am.** We cannot accept any bookings after these times. Forms can be obtained from the school office, from staff at the club and are available to download from the school website. Completed forms should be handed in at the school office or the club. **Immediate payment is required to secure any booking.** Wherever possible we will continue to provide places for emergency purposes but this is dependent on staff / pupil ratios and cannot be guaranteed.

**I have read and accept the terms and conditions**

**Child's / children's names:** .....  
.....  
.....

**Signed:** ..... **Date:** .....