# St Saviour's Church of England Junior School

# First Light Breakfast Club and Safe Harbour After School Club Service Terms & Conditions

## 1. Registration & Admissions

- **Eligibility:** Services are available to pupils currently enrolled at St Saviour's Church of England Junior School.
- **Registration:** A completed registration form and agreed medical/emergency contact details must be submitted before a child can attend any session.
- **Special Needs & Medical Requirements:** Parents or carers must inform us of any dietary requirements, allergies, medical conditions, or special educational needs (SEN) prior to attendance.

## 2. Available Sessions

- First Light Breakfast club opens at 7:30 and closes at 8:30. Food is served until 8:15am.
- Safe Harbour After school club operates in three sessions:
    - Long session 3:20pm – 6:00pm (Including a meal) £10
    - After Club session 4:20pm – 6:00pm (Including a meal) £6
    - Short session 3:20pm – 4:20pm (fruit and a drink included) £4

## 3. Bookings & Payments

- **Booking Process:** All bookings must be made at least 24 hours in advance via the Arbor parent portal**.** Payment is required in advance, at the time of booking.
- **Accepted Payment Methods:** We accept credit/debit card, childcare vouchers, tax-free childcare and direct debit payments
- **Late Payment:** Should your Account fall into arrears, we reserve the right refuse further booking.
- **Emergency booking:** Emergency same-day bookings are permitted by contacting the school office directly on the day. It may not always be possible to accommodate these requests if doing so would place us out of ratio. Please bear this in mind and book in advance where possible.

## 4. Cancellations & Refunds

- **Parent Cancellations:**
    - Notice of 24 hours is required to receive a full credit or refund for a cancelled session.
    - Cancellations made with less than the required notice will be charged at the full rate.
- **Provider Cancellations:** If a session is cancelled by us (e.g., severe weather, unexpected site closure), parents will receive a full refund or session credit.

## 5. Drop-Off, Collection & Late Pick-Up

- **Drop-Off (Breakfast Club):** Children must be brought to the main school gate and signed in by an adult.

- **Collection (After-School Club):** Children must be collected by an authorised adult named on the registration form. Passwords, as agreed on registration forms, will be required for any unfamiliar adult collecting.
- **Late Collection Fees:**
    - Clubs close promptly at 6pm.
    - A late pickup fee of **£3 per 5 minutes** will be charged to cover additional staffing costs. If a child has not been collected by 6:30pm this will be treated as a safeguarding concern and referred to the appropriate authorities.
    - In the event that a child is not collected on time from their short session, **the full session will be charged.** Payment will be added to the relevant Arbor account.

## 6. Health, Safety & Absence

- **Illness:** Children who are unwell or running a fever should not attend. Children must be free of vomiting/diarrhoea symptoms for **48 hours** before returning.
- **Absence Notification:** Please notify us by phone or email to the main school office if your child will be absent from a scheduled after-school session, giving as much notice as possible but no later than 2pm on the day of attendance.
- **First Aid & Medication:** Staff trained in Paediatric First Aid may administer prescribed medication only if a signed medication consent form has been completed.

## 7. Behaviour & Expectations

- We promote an inclusive, respectful environment. Children are expected to follow basic ground rules of kindness and safety.
- In the event of persistent, severe, or dangerous disruptive behaviour, we reserve the right to suspend or withdraw a child's place after consultation with parents/carers.

## 8. Safeguarding & Data Protection

- **Safeguarding:** We follow strict safeguarding and child protection procedures. Any concerns regarding child welfare will be dealt with in accordance with our Safeguarding Policy.
- **Data Privacy:** Personal information is processed securely in compliance with applicable data protection laws (GDPR).