



Goostrey Primary School Before School Club

Terms and Conditions

Goostrey Before School Club (GBSC)

GBSC will run Monday to Friday from 08.00 to start of school. It will not operate in school holidays or on INSET Days. The key stage 2 children are sent to their classes at 08.55. The Key Stage 1 and Reception children are taken to their classrooms. **No food will be provided at this club.**

We aim to provide a high quality service which meets the needs of both parents/carers and children. For parents/carers, this means knowing that your child is safe and happy in a club that is reliable and offers a consistent service. For a child, this means an environment that is safe, supportive, encouraging, nurturing, a place to be with friends and make new ones, to relax, to have fun and enjoy.

Registration

Only children for whom a Registration Form has been completed and whose place has been confirmed in advance may attend GBSC. **All sessions must be pre-booked.**

A child must not be brought to GBSC if they are unwell.

Booking

Regular Sessions:

On receipt of the Registration Form the school office will advise whether a space is available. If no space is available, then the parent/carer will be notified that their child is on a waiting list. Places are offered on a first come first served basis.

Ad hoc sessions:

These must be requested in writing by completing the registration Form, **giving at least 2 days notice.** The parent/carer will be notified as soon as possible after receiving the request, that a place is available. Ad hoc places are offered on a first come first served basis.

Payment of Fees and Cancellation

The cost per session is £3.00 per day, £15.00 per week. Parents will be given one term's notice of any change in fees.

Regular sessions:

Payments for GBSC will need to be paid in advance, via Cheshire East on-line school payment system or by childcare vouchers. The School reserves the right to exclude children if fees remain unpaid after a reminder and parents are advised to contact the school in case of any difficulties with payments. **No refunds will be given for non attendance due to sickness or any other absence or for sessions only part attended.**

GBSC requires two weeks written notice if you no longer require a place for your child or wish to make any changes to the days attended. Any changes will be subject to agreement by GBSC and will be subject to availability. Charges will be made for the booked sessions within the notice period whether or not the child attends.

General Conditions

It is the responsibility of the parent/carer to sign their child in at GBSC by bringing their child to the Junior Hall

All accidents, that staff are made aware of, are documented on school accident slips. Should the need arise, the parents/carers will be required to give their consent, on registration, for first aid to be administered and or the emergency services to be contacted. The emergency contact details will be those held on the pupil's school record and our normal school procedures for notifying parents in the event of an accident will be followed.

GBSC will not be liable for loss of property brought onto the premises by parent/carer or child.

The parents/carers will also confirm, on registration, that they accept the authority of the GBSC Manager and staff to take all reasonable disciplinary or preventative action necessary to safeguard and promote the welfare of each child. GBSC will ensure that appropriate standards of behaviour, discipline and hygiene are maintained.

Parents may be required to remove the child temporarily or permanently if the conduct of the child is unacceptable and it appears to the supervisor that the continued presence of the child is incompatible with the interests of GBSC. There would be no refund of fees in these circumstances.

GBSC will adhere to all Goostrey School's policies and procedures.