



Breakfast and After School Club Terms and Conditions

Welcome to CHADS

Thank you for choosing CHADS at Dunholme St Chad's Church of England Primary School. Our Breakfast and After School Club provides safe, reliable and affordable childcare for families before and after the school day. We are committed to creating a welcoming environment where children can enjoy a range of engaging activities, build friendships and feel supported by our caring staff.

The club operates during term time only:

- **Breakfast Club:** 7:30am to 8:50am
- **After School Club:** 3:30pm to 6:00pm
- **Monday to Friday**

By registering your child and making a booking with CHADS, parents and carers agree to comply with these Terms and Conditions.

Our Aim

CHADS aims to provide a safe, stimulating and inclusive environment where children can enjoy a variety of indoor and outdoor activities, develop new skills and socialise with their peers. We strive to offer families a dependable childcare service that supports the needs of our school community.

Admissions and Bookings

Places are subject to availability and attendance is recorded for all sessions.

Where possible, families are encouraged to book sessions at least two weeks in advance. However, we understand that childcare arrangements can change unexpectedly and will accept bookings up to and including the day required, subject to availability.

If demand is exceptionally high, we may be unable to accommodate last-minute requests. If a session is unavailable to book on MagicBooking, this means the club has reached capacity for that day.

All children attending CHADS must be registered through the MagicBooking system. Unfortunately, bookings cannot be accepted via the school office or by telephone.

For families with contract bookings, sessions will automatically roll forward when future dates become available.

Any amendments or cancellations must be made through your MagicBooking account using the "Amend Booking" option.

Arrival and Collection

Breakfast Club

Parents and carers are responsible for bringing their child directly to Breakfast Club. At the end of the session, children will be escorted safely to their classrooms by a member of staff.

After School Club

Children attending After School Club will be escorted to the provision by a member of school staff at the end of the school day. All children will be registered on arrival.

When a child is collected, they will be signed out and the collection time recorded.

If someone other than a parent or carer is collecting a child, the school must be informed in advance.

Please note that the school car park is not available for parent parking in the morning. Parents are welcome to use the school car park when collecting children from After School Club.

Fees and Payments

Current session fees are:

- **Breakfast Club:** £4.70 per session
- **After School Club:** £7.30 per session

All bookings, invoices and payments are managed through MagicBooking. Payments should not be made directly into the school account.

Ad Hoc Bookings

One-off bookings must be paid for in full at the time of booking to secure a place.

Contract Bookings

For regular bookings, MagicBooking will generate an invoice for the full booking period and divide the balance into monthly payments. Payment details must be provided during the booking process. Monthly instalments will then be collected automatically from the nominated account.

If a payment is missed, an automated reminder will be issued. If the outstanding balance remains unpaid by the end of the following month, future contract bookings may be cancelled until the account is brought up to date.

Tax-Free Childcare

CHADS accepts Tax-Free Childcare payments. Parents must ensure their Tax-Free Childcare account is linked to their MagicBooking account before using this payment method.

Late Payments

Payments must be made through MagicBooking and **under no circumstances should cash be brought into school for club fees.**

A £5 late payment charge will be added to accounts where payment remains outstanding after the end of the relevant month.

If you are experiencing financial difficulties, please contact the school office as soon as possible and ask to speak with Mrs Wallace. We are committed to working with families to find supportive and practical solutions wherever possible.

Where no contact is made and agreed payment arrangements are not maintained, the school reserves the right to recover outstanding amounts through appropriate legal channels.

Refunds

As staffing levels and food provision are arranged based on confirmed bookings, we are unable to offer refunds for sessions that are booked but not attended.

If the school is required to cancel a session, parents will be offered either:

- A full refund, or
 - A credit to be used against a future booking.
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Food and Drink

Children attending Breakfast Club will be offered toast or cereals each morning.

Breakfast is available from 8:00am.

Children attending After School Club will be provided with a light meal at approximately 5:00pm.

Behaviour Expectations

As CHADS is operated by Dunholme St Chad's CE Primary School, all children are expected to follow the school's Behaviour Policy. Any incidents occurring during club sessions will be recorded and managed in line with school procedures.

Communication with Parents and Carers

We value positive communication with all families and will keep parents informed where necessary. Important messages may be shared through ParentHub.

Parents and carers are welcome to arrange a meeting with a member of the Senior Leadership Team to discuss any matters relating to CHADS.

First Aid and Medical Needs

All accidents and incidents will be recorded using the school's standard procedures. Records will include the date, time, nature of the incident, details of any injury and actions taken.

All incidents will be managed by a qualified first aider. If a child becomes unwell whilst attending the club, parents or carers will be contacted immediately.

Late Collection Procedure

Parents and carers are expected to collect children no later than **6:00pm**.

A late collection fee of **£10 per 15 minutes** will be added to the account where children are collected after this time.

If a child has not been collected by 6:00pm:

1. Parents/carers will be contacted.
2. Emergency contacts will be contacted if parents cannot be reached.

3. If no authorised adult can be contacted after approximately 30 minutes, the school will contact the appropriate external agencies, including the police and children's services, for advice and support.

Persistent late collection may result in the withdrawal of a child's place at CHADS.

Health and Safety

CHADS operates in accordance with the school's Health and Safety Policy and all associated safeguarding procedures. Staff receive appropriate training, including fire evacuation procedures and first aid.

Regular fire drills may be carried out and, in the event of an emergency evacuation, children and staff will follow the school's established procedures and assemble at the designated evacuation point.

Policies and Procedures

CHADS follows all relevant school policies and procedures, including but not limited to:

- Safeguarding and Child Protection
- Behaviour
- Health and Safety
- First Aid
- Equality and Inclusion
- Complaints Procedures

These policies are available from the school upon request.

We look forward to working in partnership with families to provide a safe, enjoyable and enriching experience for every child attending CHADS.