



LOWEDGES JUNIOR ACADEMY

WRAP-AROUND-CARE PROVISION

TERMS AND CONDITIONS

Organisation

Breakfast Club runs from 7:45am-8:30am and After-school provision runs from 3:15pm – 6:00pm, Monday to Friday, excluding INSET days and school holidays.

Both the breakfast and after-school provision are run on school premises and is run as part of Lowedges Junior Academy.

Booking

Bookings for both breakfast club and after-school provision must be made initially via the google forms:

Breakfast Club booking form <https://forms.gle/XnhDff4jusBQEUhp6>

After-school Provision booking form <https://forms.gle/occp2i6KrH57Uf7x8>

Once your days are confirmed, these sessions will be guaranteed until you give 1 weeks' notice, in writing (via email to info@lowedgesacademy.org) that you wish to cancel. If you fail to comply with these requirements then the 1 week's fee will still be payable. Accounts are settled in advance on a weekly basis.

Lowedges Junior Academy must be given 48 hours notice of any amendments to bookings (changing of days either via the academy office or via email to info@lowedgesacademy.org).

Cancellation

Lowedges Junior Academy cannot refund sessions that a child misses for whatever reason unless it falls within the following conditions:

- The academy has been closed due to inclement weather.
- The academy cancels a club due to any Government restrictions in place.
- The academy has had to close due to unforeseen circumstances.
- 1 weeks' notice has been given, in writing, by parents.

Lowedges Junior Academy are under no obligation to refund or transfer any money due to any sessions missed due to;

- A child being absent from school due to sickness.
- A child leaving the academy early.
- A child only attending part of the session.

For parents/ carers wishing to cancel a booking, Lowedges Junior Academy require 1 weeks written notice to info@lowedgesacademy.org prior to the activity start date for a refund. Failure to do so will incur payment in full, whether sessions have been attended or not.

Please note* All cancellations will occur a 10% reduction applied to the refund to recompensate for refund fees.

We require 48 hours' notice in order for parents/ carers to swap Breakfast club & after school club sessions to transfer your booking to an alternative session of your choice at the discretion of Lowedges Junior Academy.

Closures

Forced Closures: If Lowedges Junior Academy are forced to close due to any external factors beyond our control such as bad weather, infectious or contagious disease outbreak, power cut, boiler breakdown, Teacher strikes then a full transfer of session will be given.

Scheduled Closures: Lowedges Junior Academy may need to amend activity programmes, sessions, schedules, services, dates, times and/or venues on occasions for reasons that be out of our control. These changes will be communicated to all parents/ carers who have pre-booked as soon as possible and full refunds or full transfer of session will be issued.

Fees

The cost for breakfast club is £1.50 per session (7:45am-8:30am). There are no snacks/food provided during this time as Lowedges Junior Academy operates Classroom Breakfast and all children will have access to breakfast between 8:30am-9:00am for free.

The cost for the after-school provision is £6.00 per session (3:15pm-6:15pm). If you child attends an after-school club (3:15pm-4:15pm) and then uses the after-school provision, then the cost would be £4.00 for that session. The after-school provision will provide a snack for your child, this will include fruit and toast.

Fees must be paid 1 week in advance. Failure to do this, could result in your child loosing their place at the provision.

The 15 hour and 30-hour free childcare entitlement cannot be used against the Breakfast Club or After-school Provision.

Late fee: A fee of £5 will be charged, for each quarter of an hour, that a child is collected late from the After School Provision. *Persistent lateness will result in the child's After School place being withdrawn.

Payment

Payments will be made via ParentPay and will be uploaded in receipt of the initial booking. Payments need to be made weekly, a week in advance.

If payment has not been received within 2 weeks of attending and has accrued up to 2 weeks of fees, then the child's membership at the provision will be revoked.

Behaviour

Each child attending a session at the Breakfast Club or After-School Provision will be required to follow the Academy's Behaviour policy. In the event that a child does not follow the Academy's Behaviour policy, then their place at the provision may be terminated. The Principal's decision on this matter will be final. The behaviour policy for the Academy can be found at

<https://www.lowedgesacademy.org/page/?title=Lowedges+Junior+Academy+Policies&pid=46>

Policies and Procedures

The Breakfast Club and After-School Provision applies the clearly defined policies and procedures of the Academy. All policies are available on the Lowedges Junior Academy website:

<https://www.lowedgesacademy.org/page/?title=Lowedges+Junior+Academy+Policies&pid=46>

Arrivals at Breakfast Club

Children should enter Breakfast Club through the 'breakfast bar door' that is located next to the main entrance. A member of staff will sign the child in. It is parent's responsibility to ensure a child is handed over to a member of staff and any pertinent information is shared with Breakfast Club staff. Parents also need to provide such relevant information to the School Office either by leaving a message by phone or by email at info@lowedgesacademy.org who will then pass on this information to the appropriate class teacher.

Children with Special Educational Needs

The Breakfast Club and After-school Provision will endeavour to accommodate all children however where a child has additional needs which requires a higher level of supervision, a discussion between the parent, SENDCo and Principal will occur to ensure the safety of the child and others already attending the provision.

Medication and medical conditions

The Breakfast Club and After-School Provision will administer medication in line with the Academy's Administering Medication Policy.

If your child has any medical conditions (e.g. allergies) please ensure this is completed on the registration form.

Compliance with General Data Protection Regulations

All information about your child collected by the Breakfast Club and After-School Provision will be treated as confidential and will be stored appropriately, in line with the Academy's Privacy Notice.

Raising Concerns

If Parents/Carers need to discuss any matters concerning their child, they should speak to one of our members of staff or alternatively contact the Academy Office.