



QUEEN BOUDICA
PRIMARY SCHOOL

Queen Boudica Primary School

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Smiley Troop & Breakfast Club

(Before & After School Care)

Booking Contract

At Queen Boudica we are committed to providing you and your child/ren with high quality, value for money before and after school child care. This contract sets out the Terms and conditions by which we offer you, the parent/carer of:

Pupils Name:

DOB:

A) Regular Booking:- a reserved and exclusive place for your above named child/ren – for the days indicated on your ‘Place Application Form’.

or

B) Adhoc Bookings:- a place on an adhoc basis, as and when required, and subject to a space being available for your above named child/ren.

1. Registration:

- 1.1 Completion of a ‘Place Application Form’
- 1.2 Notification of any changes to information provided at registration, in writing. In particular; medical condition, contact address, phone numbers and persons designated to collect a child.
- 1.3 Provision of 1 calendar months’ notice (in the case of ‘Regular Bookings’) to vary the pattern of attendance, in writing.

2. Notice:

- 2.1 Provision of 1 calendar months’ notice (in the case of ‘Regular Bookings’) of intention to cancel any or all of the child’s pre-booked places in writing.
- 2.2 Fees will be chargeable during the notice period irrespective of whether notice sessions have been utilised.
- 2.3 The school reserves the right to give immediate notice of intention to exclude a child. The same Code of Conduct and expectations of behaviour Policies apply within Breakfast Club, Smiley Troop and School.

3. Payments:

- 3.1 Payment of invoices issued, in full, by the due date stated on the invoice. ‘Regular Booking’ sessions are charged monthly in advance. ‘Adhoc’ sessions are invoiced at the end of each calendar month.
- 3.2 Payments must be made on time via our online payment system, SIMS Agora.
- 3.3 We do not offer a credit facility and reserve the right to cancel, without notice, a child’s place should arrears become an issue.
- 3.4 The school reserves the right to add a £10 surcharge to any or all accounts where a payment is made after the due date.
- 3.5 Fees remaining unpaid 21 days after the due date may bring about the forfeit of all reserved places and may result in the exclusion of the child from the before or after school provision. Requests to vary the payment timetables must be made in writing to the Headteacher.

- 3.6 The school reserves the right to place all outstanding arrears in the hands of a debt collection agency.
- 3.7 Late collection of your child from either Smiley Troop sessions (Half or Full) will result in an additional fee of £5 being charged on each occasion.

4. Additional Sessions:

Additional 'Adhoc' sessions can be booked (if spaces permit) and will be charged at the end of the calendar month in which the sessions were taken. ALL additional 'adhoc' sessions MUST be pre-booked in advance by telephoning the school office on 01206 844654 at least one day before the session is required.

5. Re-instatement:

- 5.1 Parents wishing to re-apply for a place subsequent to withdrawing a child are required to re-register under the terms of Clause 1.

6. Non-Attendance:

- 6.1 Should a child be unable to attend a pre-booked Smiley Troop session for any reason other than an absence from school, a telephone call advising us of their non-attendance must be made at least one hour before the session begins. Children expected that have not arrived have to be accounted for, so a courtesy call saves valuable time.

7. Illness:

- 7.1 If a child becomes unwell whilst at either our before or after school provisions, parents must arrange for their collection as soon as possible.
- 7.2 Medication can only be administered by prior arrangement and upon completion of a 'Administering Medication Form'.

8. Behaviour:

- 8.1 Parents accept ultimate responsibility for their child and for any harm or damage caused by them to persons or property.
- 8.2 Pupils attending both Breakfast Club and Smiley Troop are expected to abide by the schools 'Purple Promises' and Behaviour Policy.

9. Breakfast Club Drop off:

- 9.1 ALL pupils attending Breakfast Club MUST be dropped off and signed in by an adult. This is a non-negotiable Safe Guarding requirement.
- 9.2 Parents/carers must ensure that they escort their child to the hall door, press the buzzer for attention and walk them in. Pupils must be signed over at the front desk *before* adults leave children in the staffs care.

10. Smiley Troop Collection:

- 10.1 It is vitally important that children are collected punctually, by the end of their booked Smiley Troop session, by the person named on their 'Place Application Form'.

If a child is booked into a Smiley HALF session they must be collected by 4.45pm (at the latest), if booked into a Smiley FULL session they must be collected by 6.30pm (at the latest). If a child is collected late from either session an additional fee of £5 will be charged for each instance of lateness.

The collecting adult will be required to complete the signing out sheet, confirming who they are and the time the child was collected.

- 10.2 Any changes as to who is to collect children must be made in writing (if a permanent change) or telephoned into school before the end of the school day.
- 10.3 The school is locked up by 6.45pm each day.
- 10.4 In the absence of parental contact, children not collected 1 hour after the sessions end will be considered abandoned and the relevant authorities notified.

I understand and accept all conditions detailed on both the 'Smiley Troop & Breakfast Club Place Application Form', and this contract.

Signed: _____ (Parent) Print: _____

Dated: _____