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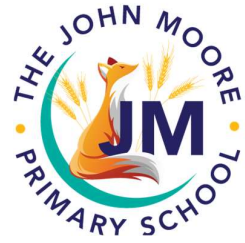
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Little Foxes Breakfast and After School Club

Terms and Conditions
July 2023

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1 Our Obligation to you

- We will provide the agreed childcare facilities for your child at the agreed times. If we change opening hours, we will give you as much notice as possible, and work with you to change your attendance.
- We will adhere to the principles of the General Data Protection Regulations (2018) when collecting and processing information about you and your child. Please see the John Moore Primary School website for the Information Policy.
- We will try and accommodate any requests for additional sessions or extended hours of childcare. This will be dependent on whether we have sufficient staff to accommodate government ratio requirements.
- We will notify you as soon as possible of any closures of the setting.
- We will treat your child with respect and dignity. We are a relational setting and we put the positive relationships with our children and families at the heart of our work.
- We will have appropriate insurance to cover all childcare activities.
- We will try to make space available to siblings. However, we cannot guarantee that places will be available.

2 Your Obligation to us

- You will make yourself available when required to discuss the progress of your child or any factor relating to their childcare place with us at a mutually agreed time.
- You must inform us immediately if your child is suffering from any contagious disease, or has been diagnosed by a medical practitioner with a notifiable disease.
- You must keep us informed of the identity of the person who will be collecting your child. If that person who is due to collect is not usually responsible for collecting them we may ask for proof of identity. If we are not satisfied with the identity of the person we will not release your child into their care until we have checked with you.
- You must inform us if you cannot collect your child at the official collection time. You must make arrangement for another authorised person to collect your child as soon as possible.
- You must let us know if your child will not be attending for any reason. You will still be charged, as we will have made staffing arrangements based on their attendance.
- You will give us at least one month's notice of your intention to decrease hours or withdraw your child (and end this agreement) If insufficient notice is given you will be responsible for full fees for one month from the date of notice.
- You must inform us if your child is the subject of a court order and provide us with a copy of such order on request

3 Invoicing and Fees

- Invoices will be sent out in monthly in advance, around the 10th of the month.
- Payment is due by the 28th of the same month.
- Unless we have been told in advance, any late payment will be subject to a £10 administration fee.
- Fees are calculated by session prices. All prices include breakfast/snack of cereal, cereal bar or toast.

Session Fees for 2023/2024

Breakfast Club from 7.45am - £4.50

After School Club until 4.30pm - £8.00

After School Club until 5.30pm - £12.50

- 10% discount is offered for siblings who attend at the same time. Sibling discount cannot be applied to extra sessions.
- If you are late collecting from club from 4.30pm to 5.30pm you will be charged the difference in price for those two sessions (an additional £4.50 per session)
- If Collection from club is after 5.30pm you will be charged £5 for every 15 minutes you are late for collection. This is due to the two members of staff will need to wait with your child until they are collected.
- Normal Fees apply if your child attends a John Moore Primary School Club.
- If your child does not attend for any reason, sickness or holidays, normal fees still apply.
- We are unable to offer swaps in days, however we will do our best to accommodate extra sessions.
- Extra sessions will be payable in arrears with your next invoice. A weeks notice is required to cancel additional bookings otherwise full payment is required.
- If you wish to cancel or reduce your hours we need a months notice in writing.
- We reserve the right to adjust fees to reflect increases in costs we will give you a months notice in writing.
- If we have to close or we take the decision to close due to events or circumstances beyond our control (e.g. extreme weather conditions) fees will continue to be payable in full and we shall be under no obligation to provide alternative childcare to you.
- Fees are not charged for INSET days, Bank Holidays or School Holidays.

4 Suspension of a Child

- We may suspend the provision of childcare to your child at any time if you have failed to pay any fees due.
- If the period of suspension for non-payment of fees exceeds one month, either of us may terminate this Agreement by giving written notice, which will take effect on receipt of the notice.
- We do not support the exclusion of any child on the grounds of behaviour. However, if your child's behaviour is deemed by us/me to endanger the safety and well-being

of your child and/or other children and adults, it may be necessary to suspend the provision of childcare whilst we try to address these issues with you and external agencies as appropriate. Please see the JMPS Behaviour policy which we follow at our setting.

- During any period of suspension for behaviour-related issues we will work with the local authority and where appropriate other welfare agencies to identify appropriate provision or services for your child.
- If your child is suspended part way through the month, under the conditions stated in clause 4.3 we shall give you a credit for any fees you have already paid for the remaining part of that month, calculated on a pro rata basis. This sum may be offset against any sums payable by you to us.

5 Termination of the Agreement

- You may end this Agreement at any time, giving us at least one month's notice by emailing littlefoxesadmin@johnmoore.gloucs.sch.uk
- We may end this agreement if;
 - Failure to pay your fees
 - You have breached any of your obligations under this Agreement
 - You have behaved unacceptably to staff members. We do not tolerate any physical or verbal abuse towards staff members.
 - We take the decision to close. We will give you as much notice as possible in the event of such a decision.
- It may become apparent that the support we are able to offer your child is not sufficient to meet his/her needs. In these circumstances we will work with you, the local authority and other welfare agencies as per our procedures to identify appropriate support, at which point we may end this Agreement.
- You may end this Agreement if we have breached any of our obligations under this Agreement and we have not or cannot put right that breach within a reasonable period after you have drawn it to our attention.

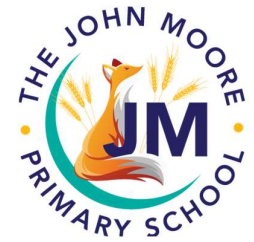
6 General

- If you have any concerns regarding the services, please contact our manager, who is currently Mrs B Williams. Customer satisfaction is paramount, and any concerns/complaints will be dealt with in a timely manner
- From time to time we will take photographs and video recordings of the children who attend. These photographs are used for on-going recording of our curriculum and for children's individual development records. They are stored on our computer whilst your child is with us. The photographs are used for display and for your child's records within the setting. We will check the John Moore Primary School records to whether you have agreed to photographs being taken of your child.
- We reserve the right to refuse to admit your child if they have a temperature, sickness and diarrhoea or a contagious infection or disease on arrival at our setting, or to ask you to collect your child if they become unwell whilst in our care.

- Whilst food and drink is provided on the premises, we are not a commercial kitchen and may not be able to cater for the individual needs of every child. As cross contamination cannot be ruled out, a risk assessment is conducted for children with any known allergies. Every effort is made to follow recommended food preparation guidance and to ensure that all staff involved in the preparation and serving of food are suitably trained.
- Any personal information you supply to us will be collected, stored and used in accordance with the principles of the **General Data Protection Regulations (GDPR) (2018)**. We will always seek your consent where we need to share information about your child with any other professional or agency. We are required by law to override your refusal to give consent only in specific circumstances where the child or someone in the family may be in danger if we do not share that information.

7 This Agreement

- We reserve the right to vary the Terms and Conditions in this Agreement
- This Agreement contains the full and complete understanding between the parties and supersedes all prior arrangements and understanding whether written or oral relating to the subject of this Agreement except to the extent that we vary terms from time to time.



Little Foxes Breakfast and After School Club

Terms and Conditions

Please complete the return the following to Little Foxes Breakfast and After School Club

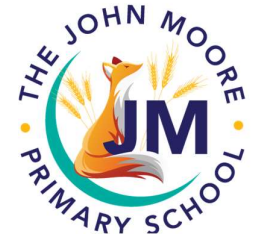
Name of Child _____

I have read and understood the Terms and Conditions (July 2023) to my child attending Little Foxes Breakfast and After School Club.

Print Name _____

Signature _____

Date _____



Payment Schedule for September 2023 – 2024

Fees for Month	Invoice Date	Date Payment is Due
September 2023	21 st July 2023	28 th August 2023
October 2023	11 th September 2023	28 th September 2023
November 2023	11 th October 2023	27 th October 2023
December 2023	10 th November 2023	28 th November 2023
January 2024	11 th December 2023	29 th December 2023
February 2024	12 th January 2024	29 th January 2024
March 2024	9 th February 2024	28 th February 2024
April 2024	8 th March 2024	28 th March 2024
May 2024	10 th April 2024	29 th April 2024
June 2024	10 th May 2024	28 th May 2024
July 2024	10 th June 2024	28 th June 2024

Out of School Club will be closed in the Afternoon on the Wednesday 13th September 2023 and Wednesday 27th September 2023. Breakfast Club will as normal and no fees will be charged for the closed sessions.