



Abbey Church of England Infant and Nursery School

BREAKFAST CLUB AND AFTER SCHOOL CLUB

TERMS AND CONDITIONS

Revised Summer Term 2026

The below Terms and Conditions relate to Nursery and Out of School Club extended services. Please ensure that you have read and understood all terms and conditions and any queries should be cleared up before your child attends.

Once your child has attended their first session, you are deemed to have accepted these terms and conditions

1. Parents/carers must ensure their child's details are accurate and up-to-date. Any changes must be made in writing to the school office - admin3103@welearn365.com
2. Those on a club waiting list will be notified once a place becomes available and must notify the school office team if they no longer wish to remain on the nursery waiting list.
3. The Breakfast Club starts at 8am within the nursery building and children are taken to school for 8.30am. Out of school club starts at 3:00pm and children are delivered by school staff to the club. Therefore, please ensure your child's class teacher knows of any changes to your arrangements with us.
4. An authorised adult must sign the attendee into Out of School care at the beginning or end of each session.
5. After School Club starts at 3:00pm and children will be collected from class by school staff. snacks will be served. Afterschool club finishes at 5:00pm, parents can collect children any time before 5:00pm. This is only available Monday to Thursday. **After School number 02476 386101 option 3**
6. In the interests of providing a safe and enjoyable space for all children to attend, high behaviour expectations will be rigorously implemented. If a child does not abide by the high behaviour expectations, parents will be notified and their place can be removed. The out of school behaviour policy provides further detail on behaviour expectations and consequences where behaviour falls below expectation.
7. Parents/carers agree to abide by the late collection policy. Parents/carers who are late to collect their child will incur a late collection charge of £5.00 per 15 Minutes. Parent/carers must complete a late collection agreement on collecting their child. Parents/carers agree to pay this charge before their child continues to attend any further club sessions. Any collection later than one hour will result in staff contacting children's services.
8. Late Payment Charge for invoices. For every 7 days late, parents will incur a charge of £5.
9. The Breakfast Club and After School club will not run on days that the school is closed to pupils. Parents/carers will **NOT** be charged for days that the club is closed.
10. If your child is unable to attend a session, you must notify the school office on 02476 386101. You must also notify the school office if their absence means they will be absent from school. You will be charged as normal if your child takes leave within term time.

Please Note: At time of booking, you select specific days/dates you would like your child to attend. If your child is unable to attend for any reason you will not be entitled to a refund. In the case that you have not yet paid for this session, the monies will be outstanding to the nursery/club and your child will not be able to attend breakfast/after school club until this payment has been made.

11. Parents will be provided with an invoice sent around the 15th of the month confirming their total booking period and amount owing. Payment for care **must** be paid by the date shown on the invoice. Invoices not paid will result in care being stopped until payment received.

Parents have two payment options:

Cash or Bank transfer: Our bank details are on the bottom of your child's monthly invoice.

Child Care Vouchers: Child Care Vouchers are accepted. If you choose to pay with child care vouchers you must allow enough time for School to be registered with the child care voucher provider. We cannot authorise any payments with child care vouchers until the nursery is registered with the provider and payment is collected from the provider.

Tax Free Childcare. If you get Tax-Free Childcare, you'll set up an online childcare account for your child. For every £8 you pay into this account, the government will pay in £2 to use to pay your provider. You can get Tax-Free Childcare at the same time as 30 hours free childcare if you're eligible for both. Go to:

<https://www.gov.uk/tax-free-childcare>

Parents/carers must inform the school administrators of their means of payment so this can be logged to avoid confusion.

12. Once your child has been allocated a place you must give 1 (one) months' term time notice in writing to cancel this agreement. Any session within this one-month notice period will need to be paid in full.

13. The Breakfast and Out of school staff aim to provide a safe, stimulating and happy environment for all children.

14. We will endeavour to provide a high-quality service to children and will seek feedback from parents/carers from time to time. If you have any concerns, please speak to the Out of school Staff. If this is not resolved please contact the Headteacher. If you are unable to resolve this issue, please follow the school formal complaint procedure.

15. If your child attends after school sport clubs, you have to pay for your child to secure the place and they will then be taken over to the Out of School provision.

16. The email address you receive the invoices from is to be used for invoice questions only.

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