

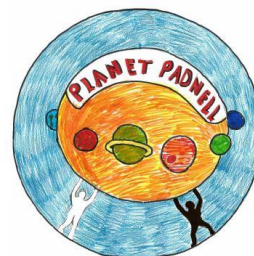
PLANET PADNELL

Before & After School Clubs

Padnell Road, Cowplain, Waterlooville, Hants. PO8 8EA.

Email: adminoffice@padnell-jun.hants.sch.uk

www.padnell-jun.hants.sch.uk



Telephone: 023 92252752

Headteacher: Mrs S. Luker BA Hons, PGCE

TERMS AND CONDITIONS

The below terms and conditions relate to Planet Padnell Breakfast and After School Club extended services. Parents who complete a registration form must sign the bottom of the registration form agreeing to these terms and conditions. By signing the registration form you agree that you have read and understood the terms and conditions and any queries should be cleared up before signing the form.

1. Registration forms must be completed in full. This include accepting these terms and conditions.
2. Parents must ensure all details on the registration form are accurate and up to date. Any changes must be made in writing to the School Office.
3. The Breakfast Club starts at 7.30am. No children to arrive before this time. Junior school children will then be taken to their classrooms at 8.30am and Infant school children will be accompanied to the Infant school for 8.45am arrival. Infant school children will be taken to the School Office. The charge for the Breakfast Club is £4.00 which includes the option of breakfast.
4. After School Club starts at 3.10pm. Infant school children will be collected at 3.05pm by staff from the Junior School. After school club finishes at 6pm. Parents can collect children at any time before 6pm however charges apply as follows:

3.10pm to 6pm - £8.00



5. All bookings for the Before and After School Club must be made online via ScoPay.

For the before school club - The booking system closes at 23:59 hrs two days prior to the date required.

For the after school club - The booking system closes at 23:59 hrs one day prior to the date required.

If you require an emergency booking, please contact the School Office who can book this for you.

6. A member of Planet Padnell staff must sign the attendee out of the After School Club on each afternoon they attend. You must advise a member of the club before you collect your child.

7. Parents agree to abide by the late collection policy. Every effort must be made to advise the club if you are going to be late collecting your child.

In the event of parents running slightly late due to unforeseen circumstances when collecting their child, there is a 15 minute 'grace' period. Any collection after this time (i.e. 6.15pm onwards) will incur a charge of £5.75 for every 15 minutes (i.e. 0-15 minutes will be £5.75). This charge is to cover staff additional salaries when staying past 6pm.

8. The Before and After School Clubs will not run on days that the school is closed to pupils. Parents will not be charged for days that the clubs are closed.

9. If your child is unable to attend a session, you must notify the School Office on 023 9225 2752.

10. A positive balance is required before booking sessions for both before and after school club using SCOPay.

11. Childcare vouchers: Childcare vouchers are accepted. If you choose to pay with childcare vouchers, please allow enough time for the school to be registered with the childcare voucher provider. We cannot authorise any payments with childcare vouchers until the school is registered. Please note registering can take up to two weeks depending on the provider.

12. The Before and After School Clubs are additional care outside of school hours. The club's policies and procedures reflect the school policies and procedures and parents can read these on request from the School Office.

13. The club staff aim to provide a safe, stimulating and happy environment for all children. The club staff reserve the right to exclude any child whose behaviour is disruptive, following the school's behaviour policy.