



## Terms and Conditions Unicorn Breakfast and After School Club

Child/ren's Name (s)	
Parent/Carer's Name (s)	

Breakfast and After School Club (BASC) is managed by Unicorn Primary School in accordance with policies which are in place within the school.

BASC will be responsible for my child whilst in attendance. If my child attends another after school club, the leader of that club will be responsible until they are taken to BASC.

### **Finance and Booking**

1. I understand that I am responsible for booking my child's sessions online via Arbor.
2. I agree to pay for all sessions and am aware that these must be booked at least 48 hours in advance.
3. Childcare vouchers are accepted (the school's DfE number is 305 3003 and our Ofsted Number is 142300). Please advise the school of your voucher provider so we can register the details on Arbor.
4. For late bookings (less than 4 hours): email [BASC@unicorn.mslt.org.uk](mailto:BASC@unicorn.mslt.org.uk); **if a space is available**, you will be notified and invoiced through Arbor.
5. All booked places are chargeable and non-refundable.
6. BASC sessions finish promptly at 6.00pm. Late fees will apply at the rate of £15 per 15 minutes.
7. For the health and safety of the children at BASC, we need to know in advance the names and total number of children the club is expecting each day. **Children MUST NOT be dropped off in the mornings if they are not booked in.**
8. BASC aims to be accessible to all children and families but is dependent on staffing and places available. Admission is approved on completion of the registration forms and acceptance of these terms and conditions; however, occasionally it may be necessary to operate a waiting list system. The waiting list will be operative on a first-come first-served basis, with the exception of siblings who will be given priority for the same days as a sibling. **We, therefore, advise booking as early as possible to avoid disappointment.**

**General**

- 9. BASC reserves the right to revoke membership on the grounds of misbehaviour by the child, or anti-social behaviour towards BASC staff.
- 10. It is the parents'/carers' responsibility to supply the BASC with any additional information which might be significant in caring for the child, for example, allergies, medical or behavioural conditions or specific care plans in place.
- 11. Please ensure that your child does not attend if they are unwell in line with the school's sickness policy. No refunds can be given in these circumstances.
- 12. It is the parents'/carers' responsibility to inform BASC of any medication prescribed for their child which is held in the school office.
- 13. Any temporary medicine (e.g. antibiotics) that the child may need can be brought to BASC, but Unicorn's usual medication form must be completed for BASC and school administration.
- 14. BASC will not accept responsibility for valuables. If Y6 pupils have mobile phones, they must be handed in at the start of the session.
- 15. You must inform BASC staff in advance if someone other than the parent is collecting your child. Any person collecting must be 18 years or older.
- 16. Teaching staff and BASC staff may share information about my child as needed in order to support their care.
- 17. Information about the children in BASC is confidential within Unicorn Primary school. In certain circumstances, for example, if there were safeguarding concerns, information will pass to external agencies, in line with the school's safeguarding policy.
- 18. If, for any reason, there is a school closure, we will endeavour to contact you as soon as possible. Please also refer to the school website for further information.
- 19. In an emergency, BASC can be contacted during operational hours (7.30am – 8.55am and 4.30-6.15pm) on **tel: 020 8658 0282 x232**. During office hours (8.40 – 4.30pm) please contact the school office or email [BASC@unicorn.mslt.org.uk](mailto:BASC@unicorn.mslt.org.uk)
- 20. Places booked at breakfast and after school club will not be refunded or transferred unless in extreme circumstances agreed with Sue Tidd. All bookings must be paid for regardless of attendance.
- 21. Parents/Carers are required to bring their child directly to breakfast club and sign them in. (Children must be escorted and signed in by an adult over the age of 18) • All Infant children and junior children using breakfast club will be escorted to their classrooms by BASC staff in time for school registration.

I confirm that I have read and accept the conditions above and understand that, should my account fall into arrears, my child will not be able to attend and I will have to make alternative child care arrangements.

Signature ..... Date .....

Name (in capital letters) .....

**Please sign and return to Sue Tidd on or before your first session.**