



# Evercreech Church of England Primary School

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Headteacher: Mrs Sarah Hann BA (Hons) PGCE

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## **Breakfast & After School Club Terms and Conditions**

- Bookings, cancellations and payments are managed via ParentMail. Payment is required in advance to secure your club booking. The “Pay later” option is **only available** when payment is being made by a childcare voucher scheme (or Government Tax Free Childcare). Direct payment must be made at time of booking. Persistent non-payment will result in you losing your space, as school cannot carry any parental debt.
- Parents may cancel unrequired sessions via ParentMail. This must be done in advance, 1 day prior to the booking.
- If you need to cancel your booking on the day, please call the school office before 2pm to advise. We are unable to refund sessions if we are not advised in advance. This includes when your child is absent from school.
- School must be notified in advance of your first booking if you intend to use childcare vouchers/tax free childcare to ensure we are set up to accept the voucher from your provider.
- Payment via childcare vouchers must be made immediately upon booking to allow us to process the payment.
- If we need to chase for non-payment of fees, an admin charge of £10 will be added to your account for each time school contacts you.
- Children must be collected promptly at the end of the pre-booked session. If you book the early session and arrive late to collect your child, you will be charged until the end of the next session.
- All children are provided with a snack and drink at both Breakfast and After School Club. All dietary requirements and special menus already in place in school will be followed.
- We understand that sometimes being late to collect your child is unavoidable – please call the school office to advise if this happens. However, persistent late collection will result in your child’s place being withdrawn.

