



# Hope Brook Church of England Primary School

## Breakfast and After School Club Terms and Conditions

1. Sessions are bookable through your ParentPay account up to 7am each day. Payment is requested at the time of booking (or ParentPay will automatically cancel the booking).
2. Once a session has been booked, liability will exist for the payment of the fees whether a session is missed or not later required, unless notice of one week is given.
3. After School Club closes at 6pm. For any collections after this time there will be a charge of £5 for every 5 minutes a member of staff has to remain on-site with your child(ren), in order to cover our additional costs.
4. If fees have not been paid within 28 days, Hope Brook Breakfast and After School Club reserves the right not to admit the child / children concerned until the outstanding amount has been received in full.
5. Notice of one week is required should you wish your child to stop attending regular session at the Breakfast and After School Club.
6. Parents / guardians must notify the school in writing of any changes to their contact details as soon as they occur.
7. If you are running late for your booked collection time, please call Pippins directly on 01452 830299, so that we can maintain appropriate staffing levels for the number of children we have in the setting.

Thank you for your assistance in helping us with the smooth running of Breakfast & After School Club.