



Hope Brook Church of England Primary School

Breakfast and After School Club Terms and Conditions

1. Fees are added to ParentPay termly in advance for regular sessions and should be paid within 28 days, unless an alternative arrangement has been agreed with the school administrator. Flexi sessions are billed through Parentpay a week in arrears and should also be paid within 28 days.
2. Once a session has been reserved, 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 an payment has 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. Any flexi sessions, must be booked in advance (preferably by 9.15am on Monday of the week they are required) by emailing: admin@hopebrook.gloucs.sch.uk It may not be possible to guarantee space in a session for any bookings made after this time.
7. Parents / guardians must notify the school in writing of any changes to their contact details as soon as they occur.
8. 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.