

# **Breakfast and After School Care Terms and Conditions**

*Please read this document carefully and keep for your records*



**at**

**Dulwich Hamlet Junior School**

## Location

Main Admin Block; entrance to the right of the Dulwich Hamlet Junior School office.

## Opening Times

- Monday to Friday, during Dulwich Hamlet Junior School term time only
- The opening hours are:
  - 07:45 to 08:45 Breakfast Care
  - 15:25 to 17:45 After School Care

## Booking Information

Bookings are made directly through the Dulwich Hamlet Junior School office and payments are made in advance via Parent Pay.

- Bookings must be made to [office@dulwichhamletjuniorschool.org.uk](mailto:office@dulwichhamletjuniorschool.org.uk) / [mfrancey.210@lgflmail.org](mailto:mfrancey.210@lgflmail.org)
- Cancellations must be received with a minimum of 24 hours' notice, otherwise you will be charged.
- We do not offer a drop-in service. All bookings MUST be pre-registered and paid.
- Upon the third late collection of your child/ren and each late collection thereafter a fine of £10.00 will be incurred and/or termination of childcare place.

## Cancellations

- All bookings that you are not intending to use must be cancelled. This applies even if you have already paid for the place. It is vital that we know which children are expected each day to avoid unnecessary searching, telephone calls and worry for staff.
- If the school is not notified of absence, you or the emergency contact registered with B&ASC will be contacted. Failing that, the Police will be informed that your child is missing.
- You must also notify B&ASC if your child is absent from school as the school registers are not linked to B&ASC registers.
- Bookings can only be cancelled without charge when giving a minimum of 24 hours' notice. If the notice period is less than 24 hours you must still call to cancel but you will be charged for the place.
- If enough notice is given we will transfer any advance payment to your next booking.
- All bookings, changes to bookings and cancellations can only be accepted by DHJS office staff during the hours of 8.30am to 4.30pm, Monday to Friday. B&ASC staff are not able to record, amend or take payments for bookings.

## **Cost**

- Breakfast Care: £4.00 per child per session
- After School Care: £10.00 per child per session

## **Payment**

- Payment must be made in advance of booking. No credit will be given.
- Our form of payment is made through Parent Pay. Those unable to pay online will be able to make cash payments via PayPoint outlets. We will continue to accept childcare vouchers for B&ASC.
- We reserve the right to refuse future bookings and/or cancel current bookings for any account in arrears.

## **Who is eligible?**

A Dulwich Hamlet Junior School pupil in the first instance and their siblings from DVIS should a space be available.

## **What can you as parents and carers expect?**

- **Food**
  - Breakfast Care will provide a nutritional breakfast
  - After School Care will provide a light snack/tea
- **Activities**
  - Art and craft
  - Outdoor sporting activities (weather permitting)
  - Board games and toys
  - Cartoons and films
  - Quite corner for reading and homework\*
- **Making friends**
  - Meeting pupils from other year groups, classes and neighbouring school

\*Parents should note that, whilst children can do their homework if they wish, this is not a homework club and staff will not be able to assist.

## Menu

- Breakfast - daily
  - A choice of cereals or porridge
  - Toast and butter with jam, lemon curd or Marmite
  - Cheese on toast
  - Boiled egg
  - Crumpets
  - Pancakes
  - Fresh fruit/raisins
  - Yoghurt
  - Drinks – fresh orange or apple juice, squash or milk
  
- After School snack – on a rota, may include foods such as:
  - Pasta
  - Homemade pizza
  - Beans or spaghetti on toast
  - Sandwiches with bread, rolls or pitta - various fillings
  - Soup and bread
  - Fish fingers
  - Noodles
  - Fresh fruit and vegetables daily
  - Drinks – fresh orange or apple juice, squash or milk

## **Registration**

**All parents wishing to use the service must be registered.** This will ensure that parents have agreed in advance to pay for the service and all relevant contact details are available. Any relevant information regarding the child is also made available to staff. Please see registration form attached.

## **Collection**

- Children will only be permitted to leave at the end of the session with the person(s) named for collection on the registration form. Under no circumstances will a child be allowed to leave with a person not named on the form.
- If the named person changes, please inform B&ASC in writing of the details of the new named person(s).
- All children should be off the premises by 5:45pm.
- If you are running late, you must notify B&ASC. If you have not collected your child by 5.45pm, or contacted B&ASC to notify that you will be late, the Senior Care Assistant will contact you or your emergency contact detailed on the registration form to arrange collection.
- Upon the third late collection and each late collection thereafter a fine of £10.00 will be incurred and/or termination of childcare place.
- If in the unlikely circumstance your child has not been collected by 6.00pm, and staff are unable to contact you or your emergency contact, under the conditions of the Children's Act 1989, social services will be contacted.

## **Loss or Damage to Property**

- Breakfast and After School Care cannot be held responsible for loss or damage to children's property. Parents should ensure that children are able to take care of their own property and that such property is labelled.

## **Customer Satisfaction/Evaluation**

Both parents and pupils will be given the opportunity to complete a questionnaire on a regular basis.

## **Risk Assessment**

The work and play area/s used, materials and equipment will be risk assessed in line with Dulwich Hamlet Junior School current Health and Safety Policy.

## **Safeguarding**

All staff will hold enhanced DBS (formerly CRB) disclosures.

## **Who can I talk to if I have a problem?**

If parents or carers would like to speak to someone about a concern, issue or information they feel the school should know about, in the first instance contact the Senior Care Assistant. Alternatively, parents and carers may speak with the School Business Manager.

**Please sign and return to DHJS, Attn: Michaela Francey**

I have read and agreed the terms and conditions of the B&ASC.

Child's Name (please print).....

Name (please print).....

Signed.....Date.....