

Breakfast & After School Care Terms and Conditions

Please read this document carefully and keep for your records.

Payment

- Payment MUST be made in advance of booking. No credit will be given.
- Payment can be made by cash, Parent Pay or childcare vouchers.
- We reserve the right to refuse future bookings and/or cancel current bookings for any account in arrears.

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.

Booking

- Bookings can be made over the telephone during office hours between (8.45-15.30pm) using the main Dulwich Hamlet Junior School office numbers 020 7525 9188/9 or B&ASC telephone number 020 8299 9773 between (7.45-8.45am). These numbers can also be used for cancellations and late pick up during the stated times.
- You can also email bookings to office@dulwichhamletjuniorschool.org.uk / mfrancey.210@lgflmail.org
- We do not offer a drop-in service. All bookings MUST be pre-registered and paid.
- Please see terms and conditions for full details.

Food

Breakfast Care

- Your child will be given breakfast and a drink.

After School Care

- Your child will be provided with a light snack and a drink. It is important that you inform B&ASC of any dietary requirements. Please record this information on the registration form.

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.

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