



Church Road, Earley, Reading, Berkshire RG6 1EY
Play Club Tel: 07543 164250
E-mail: espclub@earley-st-peters.wokingham.sch.uk
Website: www.earley-st-peters.wokingham.sch.uk
Head of School: Tom Smith

Earley St Peter's CE Primary School Play Club Terms and Conditions

The Breakfast Club and After School Club is available for Earley St Peter's CE Primary School pupils between the ages of 4 – 11 years old in Reception to Year 6. Breakfast Club runs from 7.30 to 8.45 and After School Club operates from 15.15 to 17:55.

Booking and Registration

If you are interested in sending your child/ren to the Play Club, please register and book their sessions through Arbor under Clubs.

Ad Hoc sessions can be booked, subject to availability, by contacting espclub@earley-st-peters.wokingham.sch.uk

Changes to regular bookings must be notified in writing to espclub@earley-st-peters.wokingham.sch.uk with a minimum of 5 working day.

Should places not be available the child/ren will be placed on a waiting list. Parents/carers will be contacted when a place becomes available. If the place offered is not accepted within 48 hours, then it will be offered to the next child on the waiting list. All places will be offered from the waitlist based on the following criteria:

- Children who have a sibling at the club
- Children already at the club requiring extra sessions
- Children requesting the highest number of sessions

Fees and Payment Methods

Fees are as follows BC £6.50 BC Sibling £6.25 ASC £11.90 ASC Sibling £11.60.

Payment is accepted via two methods:

1. Online payment via Arbor
2. Electronic Childcare Vouchers

Fees will be reviewed annually and will be effective from 1st September.

Payment of Fees

Arbor is a pay as you book platform. You cannot book sessions without credit on your account.

If you are in receipt of childcare funding you must inform ESP play club, and this information will be reflected on your child's account to allow you to book without topping up first.

If you fail to pay by childcare funding and your account is in a deficit for more than 10 days, there will be a charge of £5.00 every week you are in deficit.

Play Club Staff will not enter into any negotiations with parents about fees.

Cancellations / Attendance

For Breakfast Club and After School Club, notice to cancel your child's space must be supplied with **5 working day's notice** in writing by the parent/carer to confirm intention to stop use of this service. Fees will be owed for booked sessions throughout the notice period.

If any child/children are unable to attend a pre-booked session parents/carer **must** inform the Club Supervisor if out of school hours or the School Office during school opening hours in advance. This is to ensure the club has an up to date record of which children they are expecting.

Session fees are non-refundable, however in the event of a school closure a refund will be offered to all users for that session or an alternative date by mutual agreement. There will be no refund or reduction of fees for pupils who attend school or residential visits.

Withdrawal of Facility

The club reserves the right to withdraw the use of this facility in the following circumstances:

1. Should the parents/users contravene any of the conditions contained in the Club's Terms and Conditions after sufficient notice has been served. Sufficient notice constitutes one verbal notification and one written notification.
2. Should any child appear unsettled or unhappy continually during club sessions.
3. Where it is the opinion of the club staff and the Headteacher that the continued attendance would be to the detriment of either the child, or other club members or staff.
4. Where it is the opinion of the club staff and the Headteacher that the level of additional needs was not fully disclosed by the parent/carer.
5. Where it is of the opinion of the club staff and the Headteacher that school property/premises have been disrespected.
6. Non-payment of fees when they are due.

Collection of children – After School Club

If a person other than those stated on the Registration Form is to collect your child/children, the club must be notified in advance.

All children must be collected by the end time of their session. If this is not possible, e.g. traffic problems, the club must be notified as soon as possible by calling the dedicated club number, not the school. A signature will be required when children are collected along with the time of collection. If a child has not been collected by 6.30pm and no notification has been given to the club, the club will contact Social Services.

Late Collection of children – After School Club

A Late Collection Fee of £10.00 will be charged if a child is collected more than 5 minutes after the end of their booked session.

The club is not responsible for any loss or damage to personal belongings. The club staff will keep all parents/carers informed of any behaviour issues that arise during the sessions as appropriate. The club will phone parent/carer if an accident/injury or illness occurs.

Booking your child into club on Arbor states you agree to these terms and conditions.