Terms and Conditions and Parent/Carer Agreement

September 2024

Booking Sessions

Booking are made monthly through an online booking form; a link is on our Zoom Club web page. Paper booking forms are only available upon request.

Places will be allocated on a fair basis depending on the date of application and places available. To book sessions please complete a booking form (available from Zoom Club) before the start of the month.

Additional sessions may be booked at short notice, but parents need to check availability with Zoom Club or the school office beforehand as spaces are limited.

Note: Demand for places after 4:30pm on a Friday is very low; the Friday late session will only be available if we have a minimum of 6 pupils attending. If you book this session, we will confirm before the start of the month if the session(s) will go ahead.

Session Charges

Fees are reviewed on a regular basis and should there be any changes, we will provide at least one month's notice of these. The charges from 7th October 2024 are as follows.

Zoom Breakfast Club: The fees have been set at £8.00 per session per child.

Zoom After School Club (until 4:30pm): The fees have been set at £8.00 per session per child until 4:30pm. If parents are late picking up their child(ren) a full session fee of £13.00 is payable.

Zoom After School Club (until 5:45pm Mon-Thurs, 5:30pm on Fridays): The fees have been set at £13.00 per session per child. Any siblings joining the club, at the same session, will receive a sibling discount. Siblings will be charged at £10.00 per session, per sibling.

Payment must be made in advance of any booked sessions. Payment is electronically through ParentPay or by Tax-Free childcare or other childcare vouchers schemes. Invoices are issued monthly.

If payment is not received promptly then we do reserve the right to offer the place of your child in Zoom Club to another child on the waiting list.

To ensure that our staffing ratio meets the needs of the children attending Zoom, **ALL** dates indicated on the form **MUST** be paid for regardless of whether or not your child attends. Booked sessions can be cancelled however we require a **minimum of 24 hours notice**, otherwise the fee is still payable.

No refunds will be given if your child is absent from school for any reason.

Late Collection Charge

A late collection charge of £5.00 plus £2 per 15 minutes or part thereof will be charged for any child collected after the end of the session time at 5:45pm. Please contact Zoom Club on their mobile as soon as you are aware you will late and provide an estimated time you will collect your child.

Parent/Carer Agreement

It is the parent/carer's responsibility to:

- Pay all fees on time (the date will be clearly written on your bill) and understand that your child's place may be jeopardised if fees are not paid on time.
- Let Zoom Club staff know if your child will not be attending a session for any reason either by telephone or email.
- Remember that your child's toys and any items that they may choose to bring to the club are not Zoom Club's responsibility and that these are brought along at your own risk.
- Inform Zoom Club staff of any changes to contact details or the details of anyone on your child's emergency contact form.
- Tell a member of staff if your child has developed a contagious or infectious disease or infection.
- If your child needs to be given prescribed medication at Zoom Club, a Medicine Form MUST be filled out (stating dosage, frequency, etc) to give staff authorisation to do so.
- • Inform a member of staff (either personally, by telephone or email) if anyone other than yourself or the people on your child's emergency contact form will be dropping off or collecting your child to/from Zoom Club.

Contact

If you do have any queries or need to contact a member of the Zoom Club staff please call 01902 271514 (during Zoom hours only) or email zoom@albrightonprimary.com. Alternatively, if your enquiry is urgent, contact the main school office during the day on 01902 372558 (opt 1).

I confirm that I have read and understood the Breakfast Club Parent/Carer's Agreement and Terms and Conditions.

Child's Name(s): _____

Signed: _____ Name: _____

Date: _____