



*Living life to the full*

# Henley-in-Arden

## C of E Primary School

### Terms & Conditions

#### Registration

- All Parents/Carers must complete the online Registration Form before a child can be accepted at **Breakfast Club/Discovery Den**.
- **Breakfast Club/Discovery Den** must be notified of any changes in registration details, via the online form as soon as possible, backed up by a phone call/message to school by the Parent/Carer to inform us of these changes.

#### Booking Sessions

- All sessions requested by Parents/Carers are subject to availability.
- All sessions booked must be paid for in advance.
- Bookings may be made up to **24 hours** before the start of any session. Children will not be able to be booked in after that time.
- **Breakfast Club/Discovery Den** will credit all fees charged, if the club is forced to close due to unforeseen circumstances.

#### Responsibility for attendance

- It is the Parent/Carer's responsibility to ensure that their child/children arrive, on time, to Breakfast Club, where staff will sign them in accordingly.
- It is the Parent/Carer's responsibility to ensure that their child/children are aware that they will be attending Discovery Den.



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- It is the Parent/Carer's responsibility to notify the school if there are late changes made to their child/children's club attendance on that day.

### **Penalties for Late Collection**

- It is the responsibility of all Parents/Carers collecting children to do so promptly at the end of the session. Failure to do so will expose the Parent/Carer to the payment of a financial penalty (£5 for every 15 minutes) and will constitute a breach of the terms and conditions, entitling Discovery Den to exclude the child from subsequent sessions.

### **Responsibility for Payment**

- The responsibility for payment of all fees, charges and penalties lies at all times with the person who has made the booking.
- Failure by **Breakfast Club/Discovery Den** to make a written or verbal request for payment of fees does not constitute an excuse or reason for late, or non-payment under any circumstances.
- Failure to settle all fees and/or penalties when due may result in the club taking action (including legal action) to recover any outstanding sums.

### **Childcare Vouchers**

- These may be used to pay for sessions – please select this option as payment. If you need any further information, please contact Lesley Jay at:  
[discoveryden@welearn365.com](mailto:discoveryden@welearn365.com) or phone the school office on 01564 792766.

### **Grounds for Exclusion**

- Parents/carers may be required to remove the child temporarily or permanently if the conduct of the child is unacceptable and it appears to the staff that the continued presence of the child is incompatible with the interests of Breakfast Club/ 'Discovery Den'. The child will also forfeit their place at the club if the parent is persistently rude to staff. **There would be no refund of fees in these circumstances**

### **Legal: Waivers, Exclusions and Jurisdiction**

- These terms and conditions are governed by English law and subject to the jurisdiction of the courts of England and Wales.
- **Breakfast Club/Discovery Den** shall not be liable for any direct or indirect loss suffered by Parents/Carers as a result of club closures under the terms of the agreement, including but not limited to loss of profits, increased costs or expenses or wasted expenditure.