

Please complete the Registration Form prior to your child attending the Before and After School Club.

Details of Terms and conditions

School Commitment:

- Breakfast Club starts at 7.30am in the main building. The children will be escorted to their respective class base at 8.35 am, allowing them time to be in class and ready for the start of the school day.
- The After School Club starts at 3.20pm. Children will be collected from their classrooms and taken to the After School Club base. A register will be taken.
- Once registered, Children will be offered a range of indoor and outdoor games and activities. They will also be given a healthy snack and drink.
- Children who attend a school extra-curricular club, until 4.15/4.30pm and who is due to attend the After-School Club, will go straight from their club to the After School Club or in the case of younger children, escorted by a member of staff.
- We have an on-going commitment to providing a high-quality service to children and will seek feedback from parents/carers from time to time. If you have any concerns, please speak to the Breakfast/After-school Club staff. If this is not resolved, please contact the school. If you are unable to resolve this issue, please follow the school's complaint procedure.

Parent/Carer Commitment (please tick each point to confirm it is agreed):

- I will complete the necessary registration forms in full before my child can be allocated a place. This includes accepting these terms and conditions.
- I will ensure all details on the registration form are accurate and up-to-date and that any changes are made in writing to Buckfastleigh Primary School.
- I will collect my child no later than 5:45pm. Any late collection (after 5:45pm) will result in a fee of £10 minimum per child being applied to cover the additional staffing costs.
- I accept that I am the 'contracting parent' for my child and agree to make bookings and payments via the online booking system (ParentPay) on or before the due date. I understand that I risk not being able to use this facility if my account is in arrears.
- Where possible, I will book and pay of any sessions in advance via ParentPay.
- If I need to book on the day, I will ensure I have contacted the school to request the booking and paid any outstanding balance within 24 hours.
- I understand I can change or cancel sessions up to 24hrs notice prior to my child attending a specific session without incurring a charge and that any change or cancellation after this point is non-refundable.
- I understand that fees may change without this policy being re-issued. The latest price schedule will be available on the school website or from the school office.
- I understand my child will not be released to anyone else without prior authority, and the use of a password.



Registration Form

(One form to be completed for each child)

Child details:		
Name of child		
Date Of Birth		
Address		
Persons authorised to collect the child (must be over 16 years of age):		
1.Name		
Contact Number		
Relationship to child		
2.Name		
Contact Number		
Relationship to child		
3.Name		
Contact Number		
Relationship to child		
Does your child have any dietary needs/allergies?	Yes	No
Details		
Does your child have any specific requirements or disabilities?	Yes	No
Details If your child has a medical condition where medical intervention is prescribed and may need to be administered within the setting, a further medical form will need to be completed. Please contact the school office. admin@buckfastleigh.devon.sch.uk		
Security Password		
I agree to the Terms and Conditions of Buckfastleigh's Primary School Before and After School Club.	Signed:	
	Print Name:	
	Date:	