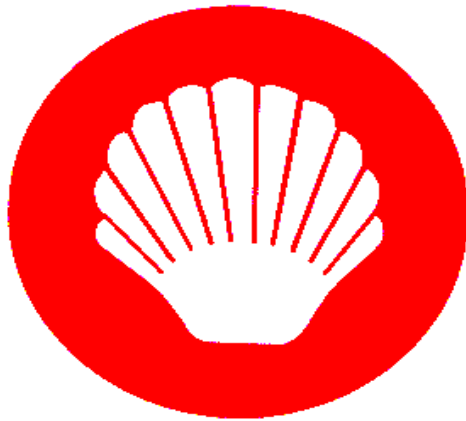


St James CE Primary School



Seashells

Breakfast & After School Club

Parent Information

2023-2024



Terms and Conditions

Seashells understands that the cost of registered childcare may seem expensive to a parent/carer. After comparing similar provisions in the St Helens area, we know that St James can offer a very competitively priced service offering a high quality, safe and stimulating service for children aged 4-11. We support eligible parents/carers claiming and taking up the childcare element of the Working Tax Credit and the use of work-place vouchers.

- Payment of fees must be made in advance, no later than the Sunday evening commencing that weeks' care and should be made at least weekly; however, a full half-term can be paid for in advance. Payment must be made via 'School Money' in accordance of our Charging and Remissions Policy.
- Individual payment plan requests should be made to the Headteacher / Club Manager for consideration.
- If fees are paid consistently late, or not at all, with no explanation, Seashells will be forced to terminate the child's place. Under exceptional circumstances, it may be agreed that the child will be allowed to continue attending for the remainder of the week.
- The Manager has the right to issue a formal warning to the parent/carer by text and/or email to inform them that late payment may result in their child's place in Seashells being removed.

Breakfast Club £4.00 per session (£20.00 full week)

After School Club £6.00 per session (£30.00 full week)

Late collections (after 5.30pm) can incur a £5 charge every 15 minutes

- Seashells will operate between the hours of 8am and 8.50am as well as 3.20pm and 5.30pm. All children must vacate the premises by 5.30pm.
- If the parent/carer agrees to abide by all the terms and conditions including the level of fees and arrangements for payment, they are required to complete and sign this document in all the relevant areas. You will then have an account set up on School Money.
- For fair and transparent process, places will be offered 'first come, first served' basis.



Advanced Booking & Attendance Patterns

All regular bookings must be made in advance on the school's payment and booking system – School Money. The number of places are limited and will be allocated on a first come, first served basis. Sessions will be made available during the last week of term for the following half term. Parents will be notified by email and/or text when booking is live on School Money.

All bookings must be made at least 1 week in advance. Emergency or short notice bookings (ie, less than 7 days notice) can be made if there is an available place; however, this must be done by contacting the school office. The school office staff will then enter the booking on School Money on your behalf. Payment must then be made in advance of the session.

To enable the school to plan the number of places available, food and staffing ratios, please complete the section below. Please note this is only a guide for the school and does not guarantee your child a place in the club. Places are only guaranteed by booking the slot in advance on School Money.

Access Arrangements

Seashells will operate outside of the school office hours. Therefore, there will be a bell in operation with an intercom for access to the club, this will be situated on the wall near the front door.

Registration & Contract

Before your child can access the club, you must have completed the contract & registration form and returned it to the school office. Your child will then be added on to the 'School Money' payment system for you to make your bookings.

Emergency Contact

Should an emergency arise you can contact club staff on **07591 329151**. Please note the bell and telephone will only be in operation during club hours.