



Breakfast & After School Club Terms and Conditions

By making a booking for the Breakfast or After School Club through the **MyChildAtSchool (MCAS) system on Bromcom**, you confirm that you have read, understood, and agree to the following Terms and Conditions.

Bookings

- All children must be registered on **MyChildAtSchool (MCAS)** before any bookings can be made.
 - All sessions must be booked through MCAS unless using childcare vouchers or a **Tax-Free Childcare account** (see Payments).
 - Bookings must normally be made **at least 48 hours in advance**, subject to availability.
 - If you require a session with less than **48 hours' notice**, you must contact the school office to check availability. If space is available, the office may manually add the booking to MCAS.
 - Payment must be made **immediately via the Outstanding Payments section on MCAS**. If payment is not made immediately, your child will not be able to attend the session.
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Cancellations

- If you wish to cancel or amend a booked place, you must contact the school office **at least 48 hours in advance**. If notice is not given, charges may still apply.
 - No refunds will be given for non-attendance, including illness or personal absence.
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Illness

- Children who are unwell must not attend the club.
 - Children who have had **sickness or diarrhoea must remain at home for 48 hours** after symptoms have stopped.
 - If a child becomes unwell during a session, parents/carers will be contacted and must collect their child promptly.
 - Refunds will only be considered if the club is unable to operate due to a **school-instigated closure**.
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Collection of Children

- Children must be collected promptly at the end of their booked session.
 - The adult collecting the child must **sign the child out and record the collection time**.
 - Children will only be released to adults named on the child's **authorised collection list**, unless prior permission has been provided to the school.
 - Repeated late collection may result in your child's place at the club being withdrawn. The school reserves the right to apply **late collection charges where appropriate**.
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Medication

- Staff can administer **prescribed medication** where required (e.g. asthma inhalers) in accordance with school policy.
 - Staff cannot administer **non-prescribed medication** unless the parent/carer has provided written consent by completing a Medicine Form at the school office.
 - Children should not bring medication to the club without prior consent.
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Behaviour

- Children are expected to follow the **school's behaviour expectations** at all times.
 - If behavioural concerns arise, parents/carers will be informed.
 - Where behaviour repeatedly falls below expectations, or poses a risk to others, the school reserves the right to **withdraw a child's place at the club**.
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Safeguarding

The safety and wellbeing of all children attending the club is our priority.

The Breakfast and After School Club operate in accordance with the **school's safeguarding and child protection policies**. All staff working within the provision are appropriately trained and follow the school's procedures for safeguarding and promoting the welfare of children.

Any safeguarding concerns will be dealt with in line with the school's safeguarding procedures.

Food Allergies and Dietary Requirements

The club will make every reasonable effort to accommodate **dietary requirements, allergies, and medical needs**.

Parents/carers must ensure that the school is informed of any **food allergies or dietary restrictions** and that these are recorded on the child's school records.

While care is taken when preparing and serving food, the school cannot guarantee that foods are completely free from allergens.

Contact Information

Parents/carers must ensure their **contact details and emergency contact information on MCAS are kept up to date**, including providing at least **two emergency contacts**.

Club Information

Breakfast Club

7:45am – 8:05

£3.50 per session

8:05am – Start of the School Day

FREE

Breakfast includes cereal, toast with spreads, and a cold drink. We will aim to accommodate **special dietary requirements where possible**.

After School Club

Option 1

3:05pm – 4:30pm

£7.00 per session

Option 2

3:05pm – 6:00pm

£12.00 per session

A light snack will be provided.

Activities may include:

- Arts and crafts
- Board games
- Sports
- Reading
- Homework support
- Outdoor play (weather permitting)

Charges apply from **3:05pm**, even if your child attends another school activity beforehand, as the place must still be reserved and staffing arranged.

Payments

- Payments for bookings must be made via **MyChildAtSchool (MCAS)**.

- If paying via **childcare vouchers or a Tax-Free Childcare account**, sessions must be booked directly with the school office.
 - In this case, payment must be made **termly in advance via invoice**, and payment must be received before the start of the booked sessions.
 - The school reserves the right to **refuse future bookings where payments remain outstanding**.
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Emergency Closure

In the event that the school or club must close due to circumstances beyond our control (for example severe weather, building issues, staff shortages, or other emergencies), the school will inform parents/carers as soon as possible.

Where possible, alternative arrangements will be considered, however this may not always be feasible.

Changes

Session times and charges are **subject to change**.

The Academy reserves the right to **amend these Terms and Conditions and session charges at any time**.