



SANDWICH INFANT SCHOOL

Where everyone is valued and learning is fun

Miss L Bennett, BA (Ed) Hons, NQPSL
Head of School
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Tel: 01304 612228
School Road, Sandwich, Kent CT13 9HT

EXTENDED SCHOOL

Breakfast Club and After School Club

TERMS AND CONDITIONS

The Terms and Conditions below relate to Sandwich Infant School Breakfast Club and After School Club extended services. Parents/Carers who complete a registration form must sign the bottom of the registration form agreeing to these terms and conditions. By signing the admission form, you agree that you have read and understood all terms and conditions and any queries should be resolved before signing the admission form.

1. Admission forms must be completed in full before your child can be allocated a place. This includes accepting these terms and conditions.
2. Parents/Carers must ensure all details on the Admission Form are accurate and up-to-date. Any changes must be made in writing to the school office or by email at FunClub@sandwich-infant.kent.sch.uk
3. To access the clubs, parents/carers must use the door nearest the friendship stop on the playground when they arrive and pick up. A bell has been installed specifically for the club on the door.
4. The Breakfast Club starts at 7.45am. Children must arrive before 8.20am if they wish to have breakfast. No breakfast will be served after this time. Children will be escorted to class at 8.40am.
5. After School Club starts at 3.10pm and all children will be collected from class. Snacks will be served in club hours. After School Club closes promptly at 5.30pm, parents can collect children any time before 5.30pm.
6. Children must be collected by an authorised adult on each afternoon they attend.
7. Parents/Carers agree to abide by the late collection policy. **Parents/Carers who collect their child after 5.30pm will incur a late collection charge of £5.00 for up to 5 minutes, each minute thereafter will be charged at £1 in accordance with the School's Extended**

School Late Collection Policy. Non-payment of late collection charges within 5 working days will result in a withdrawal of before and afterschool provision until payment has been settled.

8. The Breakfast Club and After School Club will not run on days that the school is closed to pupils. Parents/ Carers will not be charged for days that the club is closed.
9. If your child is unable to attend a session, you must notify Fun Club on: 07379894315 or FunClub@sandwich-infant.kent.sch.uk

Please Note: If your child is unable to attend a pre-booked session for any reason, you will not be entitled to a refund. Exceptions will be considered at the discretion of the Headteacher for long-term illness (5 working days or more.)

10. Provisional bookings can be made in advance for the whole term. **Our extended school service staff will need to approve these.** Once confirmed, you are required to pay for the sessions in advance.
11. Your child's place at Breakfast Club or Afterschool Club **Must be booked in advance.** Your child will be turned away if they are not booked in and an authorised adult pick-up will be required.
12. Bookings and payments can be made via MCAS once registration forms have been completed.
13. If you pay using childcare vouchers, you will still be required to follow the booking system and the steps above, however in addition, you **MUST** email Mrs Buckland (FunClub@sandwichinfant.kent.sch.uk) to confirm that payment has been sent by the end of the week booked. **If your account is in deficit, no further sessions will be approved.**

If you choose to pay with Child Care Vouchers you must allow enough time for Sandwich Infant School to be registered with the provider as payment is collected from the provider. Please note: Registering with Child Care can take up to two weeks.

14. **Outstanding payment fees: If the Extended School has not received payment by the due date, a late payment fee of £25 per week will take effect. Extended School reserve the right to cancel sessions with immediate effect, if no payment has been received the debt will still require payment with any incurred charges added.**
15. Once your child has been allocated a place, you must give a full month's notice in writing to FunClub@sandwich-infant.kent.sch.uk to cancel this agreement.
16. The Extended School services are **additional care outside of normal school hours.** The clubs' policies and procedures reflect the school policies and procedures. This included the school's behaviour policy.
17. The Extended School Staff aim to provide a safe, stimulating and happy environment for all children. The Extended School Staff reserve the right to exclude any child whose behaviour is disruptive, in accordance with the school's Behaviour Policy. A copy of this policy can be found on the school website.
18. We endeavour to provide 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 Extended School Staff. If this is not resolved, please contact Miss Bennett, Head of School. If you are unable to resolve this issue please follow the school's formal complaint procedure.

Please indicate start date:

Please indicate payment by: MCAS Childcare Vouchers Tax Free Childcare

**For all enquiries after 4pm please contact Fun Club directly on – 07379894315
For enquiries after 5.30pm please contact FunClub@sandwich-infant.kent.sch.uk**

I confirm that I have read and agree to the above Terms and Conditions:

Name of Child/ren:

Signature of Parent/Carer:

Print name:



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SANDWICH INFANT EXTENDED SCHOOL ADMISSION FORM		
Child's full name:	Date of birth:	
Name to be used at the club:		
Gender:	Ethnicity:	Languages spoken:
Names of Parent/Carers:		
Home address:		
Contact Telephone number(s) Landline:		

Mobile:		
Email address: (please print)		
Two emergency contact names and telephone numbers:		
Name:	Phone:	

Name:	Phone:	

Names of person(s) authorised to collect your child (including contact telephone numbers):

SANDWICH INFANT EXTENDED SCHOOL ADMISSION FORM

Breakfast Club: 7.45am – 8.40 am (£6.00 including breakfast)

My child will be attending on the following days: **PLEASE CIRCLE**

Monday Tuesday Wednesday Thursday Friday

After School Club: 3.10pm – 5.30pm (£10.00 including a snack)

My child will be attending on the following days and times: **PLEASE CIRCLE**

Monday Tuesday Wednesday Thursday Friday

Doctors Name and address and telephone number:

Details of any significant health issues, including Special Educational Needs and /or physical disability:

Date of last Tetanus vaccination:

In the event of my child requiring emergency treatment and staff being unable to contact me; I agree to my child receiving medication as instructed and any emergency dental, medical or surgical treatment, including anaesthetic or blood transfusion as considered necessary by the medical authorities present.

Details of any special dietary requirements and allergies:

Any other relevant information:

I agree to my child taking a place at Sandwich Infant School in accordance with the Extended School Terms and Conditions.

Signature of Parent/Carer: -----

Date: -----

Print Name: