



Lostock Gralam Church of England Primary School



FUN FOXES

Before and After School Care

TERMS and CONDITIONS

YOU WILL BE ISSUED WITH 2 COPIES OF THIS DOCUMENT. PLEASE SIGN AND RETURN ONE COPY TO THE SCHOOL OFFICE, THE OTHER COPY TO BE RETAINED FOR YOUR INFORMATION.

1. The Breakfast and After School Club operates term time only. In order to register a place for your child/ren please email funfoxes@lostockgralam.cheshire.sch.uk with your request and a signed copy of these terms and conditions. Bookings are made on a half-termly basis by parents/carers on line via School Gateway.
2. We use School Gateway to manage Fun Foxes Breakfast and After school clubs. To access your account, you will need to register/log into School Gateway, where you will be able to book sessions, make payments as well as view your balance/s, payment history and any future bookings. A payment reminder will be sent out at regular intervals to remind you to log into your School Gateway account to view your balance/s and make a payment. Balances do not need to be paid in full straight away but balances must be cleared by the end of each half-term. Any issues regarding payment must be raised with school as soon as possible and within 7 days of the last day of each half term. We are registered on the tax-free childcare scheme and will accept child care vouchers. Please inform the office of the name of your child care voucher provider.
3. There will be a grace period of 10 minutes for late collection at the end of the 3.15pm to 4.30pm session. If you collect your child after 4.40pm you will be charged for the full afternoon session. These fees will be added to your School Gateway account.
4. If for any reason you are expecting to be late, you must contact school on 01606 668270 to advise a member of staff. As our staff are employed until 5.45pm; if your child has not been collected promptly at 5.45pm you will be charged £5.00 per each 15-minute period or part thereof for 2 members of staff to stay with your child. Any additional costs incurred will be per child. In the event that your child has not been collected by 6.00pm and there has been no contact made with parents or the emergency contacts, Fun Foxes staff will have to contact Social Services or the Police.
5. If you need to cancel a booking, please contact the school office. At least 2 weeks' notice must be given if a place is no longer required or if attendance is to be reduced on a regular basis. Full fees are chargeable during the period of notice. The sessions you book in advance are allocated to your child for the term. If your child is absent for any reason, including illness or holiday, you will still be charged for the sessions allocated to your child.



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- 6. No person under the age of 18 will be permitted to collect a child from our care. If any person other than the parent or guardian is collecting a child from Fun Foxes, staff must be informed of their identity in advance of the session and a password will be provided for them to use on arrival at school.
- 7. If a child is staying for an after school club or activity between 3.15pm – 4.15pm and then requires Fun Foxes, the Fun Foxes space must be booked from 3.15pm and you will be charged accordingly.

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Parent or Guardian contact information will be held by the school in case of emergency. Any changes to contact information must be made known to the school as soon as possible. In the event of an emergency, Fun Foxes will contact the Parent or Guardian using the contact information held by the school.

Parents or Guardians may contact Fun Foxes on 01606 668270

Fun Foxes can also be emailed at funfoxes@lostockgralam.cheshire.sch.uk

All emergency contact must be made via telephone on the number provided above. Any requests regarding sessions must be sent in to the school office.

Child's name:

Parent/Guardian signature: Date:

CONTACT DETAILS FOR FUN FOXES:

Please call the school office on 01606 668270 or email:
funfoxes@lostockgralam.cheshire.sch.uk

For booking and queries, please contact Mrs Brennan or Mrs Bacegalupo in the School office.