

# Breakfast and After School Club at Baldwins Gate CE Primary School

Tollgate Avenue  
Baldwins Gate  
Newcastle under Lyme  
Staffordshire ST5 5DF



Telephone: 01782 680649  
BUZZ Mobile: 078405 88290  
(during opening hours)

## BUZZ Breakfast and After School Club Information and Terms and Conditions

As part of our commitment to extended schools we are able to offer before and after school care for our children.

Baldwins Gate Primary School operates a Governor Led Breakfast and After School Club facility during term time for pupils at the school. The clubs are staffed by a highly experienced, qualified and caring team.

**Breakfast Club** opens from 8.00 am – 8.55 am each day with a variety of cereals and toast on offer until 8.30 am.

**After School Club** runs from 3.30 pm – 5.30 pm Monday to Friday. Children can take part in a number of activities and a snack and juice is available from 4.30 pm.

### FEES

#### Breakfast Club

8.00 am – 8.55 am	£4.00
8.30 am – 8.55 am	£2.00

#### After School Club

3.30 pm – 4.30 pm	£4.00
3.30 pm – 5.00 pm	£6.00
3.30 pm – 5.30 pm	£8.00

### REGISTRATION

All parents/carers who wish to use the childcare facilities should first complete a registration form with full contact details, parental responsibility information, medical information, dietary requirements and emergency treatment permission.

### BOOKINGS

Parents must pre-book places at the Breakfast and After School Clubs. Sessions must be booked using the booking form attached. Charges will be made for every session booked for BUZZ. If your child is absent from school, including absence due to authorised/unauthorised term time holidays, charges are still applicable. The only exception is absence due to a school residential visit.

Booking forms need to be submitted at the start of each academic year.

Ad hoc or emergency bookings will be taken if there is space available. If you are booking on an ad hoc basis, you must email Mrs Riley in the school office with your booking information for the following week by 3.30 pm on a Friday afternoon ([office@baldwinsgate.staffs.sch.uk](mailto:office@baldwinsgate.staffs.sch.uk)). We cannot guarantee that a space will be available for your child if you are booking on an ad hoc basis.

## **CHANGE OF SESSIONS/NOTICE PERIOD**

If, at any stage, you intend to give up any sessions or your child's place at BUZZ, we require two weeks' notice and confirmation of the date of the change in writing. Please note that the two week notice will take effect from receipt of the letter and not the date of the letter. If you would like to increase sessions we will arrange this as soon as we have received your written notice, although requested changes will depend on availability at the time.

## **ABSENCE**

If your child is absent from school, charges are still applicable. This includes absence due to authorised/unauthorised term time holidays. The only exception is absence due to a school residential visit.

## **SIGNING IN**

All children attending breakfast club must be signed in with staff at the start of the morning session.

## **COLLECTING CHILDREN**

All children attending After School Club must be signed out by their parent/carer when collected. Please notify a member of staff if someone different will be collecting your child. There is a password system in operation. We will never let your child leave with a person for whom we have not received authorisation. Please do not send anyone under the age of 16 to collect your child.

## **LATE COLLECTION**

Parents should collect their child promptly at the end of the session. If a parent is delayed they should telephone the BUZZ mobile on **078405 88290** giving an expected time of arrival. If a child is not collected within ten minutes of the end of the session a member of staff will contact the parent and say that their child is waiting to be collected. After waiting 20 minutes with no response the emergency contact person for the child will be telephoned. If there is no response and the child has not been collected after one hour, social services will be contacted.

## **LATE COLLECTION – CHARGES**

An additional amount of £5.00 per child per 15 minutes will be charged if a child is not collected by 5.30 pm.

## **PAYMENT**

**Payment must be made in advance.**

**Payment must be completed in advance each week, before 9.00 am on a Monday morning. Your ParentPay account will be charged on a weekly basis.** Please do not hesitate to contact the school office should you require any assistance with ParentPay.

Parents have three methods of paying for their usage, either by Voucher Payments set up through their employers, Tax Free Childcare payments or our online payment system ParentPay. Childcare providers may ask for the school's URN – this is 124290.

**If you are using Vouchers or Tax Free Childcare, please ensure that you allow plenty of time for the funds to reach school. We would recommend you allow at least 10 days for the funds to reach school.**

**Important:**

**You must ensure that there is credit on your ParentPay account before you use Breakfast Club and After School Club.**

## **POLICIES AND PROTOCOLS**

The Extended Provision at Baldwins Gate Primary School (Breakfast Club, After School Club and Nursery Wraparound) is subject to and adheres to the policies and protocols of Baldwins Gate CE Primary School.

# **BUZZ BREAKFAST AND AFTER SCHOOL CLUB**

## **at Baldwins Gate CE Primary School**

### **TERMS AND CONDITIONS**

- After School Club will only be available to those children who have registered and booked in advance.
- Parents must pre-book places for both breakfast and after school club.
- **Payment must be completed in advance each week, before 9.00 am on a Monday morning.** Your ParentPay account will be charged on a weekly basis.
- Parents have three methods of paying for their usage, either by Voucher Payments set up through their employers, Tax Free Childcare payments or by using the school's online payment system ParentPay.
- **Parents must ensure that their ParentPay account remains in credit.**
- Charges will be made for every session booked. If your child is absent from school through sickness or any other reason, including absence due to authorised/unauthorised term time holidays, charges are still applicable. The only exception is absence due to a school residential visit.
- Payment will not be refunded for non-attendance.
- The same terms and conditions for absence apply to ad hoc bookings as for regular bookings for BUZZ places.
- If the club is forced to close because of circumstances beyond our control (eg school closure due to snow) we will not be able to refund fees.
- If, at any stage, you intend to give up any sessions or your child's place at BUZZ, we require two weeks' notice and confirmation of the date of the change in writing.
- Booking forms need to be submitted at the start of each academic year.
- If your child becomes unwell during a Breakfast or After School Club session you will be contacted by a member of staff.
- Please inform the school office of any changes to telephone number or address so that emergency contact details are accurate.
- If your child is suffering from a contagious illness such as diarrhoea and/or vomiting, they must not be brought back into school for 48 hours after the last episode has occurred. This will limit the spread of illness.
- All absences must be reported to the school office by telephoning 01782 680649 (option 1).

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### Breakfast and After School Club Booking Form

With effect from September 2024

<b>Name of child:</b>	
<b>Year group:</b>	

I wish to continue with the regular booking currently in place for my child  Please tick if appropriate

I wish to book the following sessions for my child until further notice (please tick sessions you wish to book)

<b>Breakfast Club</b>	From 8.00 am £4.00 per session	From 8.30 am £2.00 per person
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
<b>Totals:</b>	£	£

<b>After School Club</b>	Pick up at 4.30 pm £4.00 per session	Pick up at 5.00 pm £6.00 per session	Pick up at 5.30 pm £8.00 per session
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
<b>Totals:</b>	£	£	£

Total weekly charge based on sessions selected above:	£
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<b><u>PAYMENT MUST BE MADE IN ADVANCE VIA PARENTPAY</u></b>	
<b>Please ensure that your payment is completed in advance each week, before 9.00 am on a Monday morning. Your ParentPay account will be charged on a weekly basis.</b>	
I wish to book the Breakfast Club/After School Club sessions indicated above in accordance with the Terms and Conditions of the Breakfast Club/After School Club provision at Baldwins Gate CE Primary School.	
Parent/Carer Signature:	
Date:	

*Please return completed forms to the school office as soon as possible and before Friday 19<sup>th</sup> July. Thank you.*