

Badgers Terms & Conditions

Registration

- All parents / carers must complete our Registration Form before a child can be accepted at Badgers. Registration must be done directly on our website <https://childcare-online-booking.co.uk>
- Badgers and the Admin Team must be notified of any changes in registration details, as soon as possible, in writing by the parent / carer.

Booking Sessions

**The Breakfast Club operates from 7.30am – 8.45am at a cost of £5.00
(The last entry into Badgers is 8.15am. Children will not be accepted after 8.30am)**

There are two afternoon sessions:

3.15pm – 4.30pm £5.00 per session

3.15pm – 6.00pm £10.00 per session

We strongly advise that if your child is booked in until after 4.30pm you provide them with a healthy snack and all children must be provided with a drink.

- All sessions requested by parents / carers are subject to availability.
- All sessions booked must be paid for in advance unless you are using childcare vouchers.
- No parent / carer should consider a booking as being accepted until payment has been received by the Club.
- Bookings may be made up to 24 hours before the start of any session. Children will not be able to be booked in after that time.
- Parents who would like to change or cancel their session must do so themselves within 7 days of the day to day booking.
- Children who are not booked in can not attend. Only in exceptional circumstances where a child is not collected from school at 3.15pm and will have to attend Badgers, a fee of £10.00 on top of normal Badgers charges will apply.
- Bookings may be cancelled or changed up to one week before the start of the session for a refund – changes that happen after this time will still be charged for.
- Badgers will credit all fees charged, if the club is forced to close due to unforeseen circumstances.

Responsibility for attendance

- It is the parent / carer's responsibility to ensure that their child / children arrive, on time, to any Breakfast Club, and are signed in accordingly.
- It is the parent / carer's responsibility to ensure that their child / children are aware that they will be attending any After-School Club.

- It is the parent / carer's responsibility to notify the school if there are late changes made to their child / children's club attendance on that day.

Penalties for Late Collection

- It is the responsibility of all parents / carers collecting children to do so promptly at the end of the session.
- There is a penalty charge of £20.00 for collection any later than 6.00pm
- This penalty charge must be paid before any future Badgers bookings.
- Where the penalty is outstanding and further sessions have been pre-booked and paid for by the parent / carer, Badgers reserves the right to exclude the child from the club, until the penalty is paid, without issuing a refund for sessions unattended.
- If a child has not been collected by 6.00pm parents will be contacted in the first instance by telephone. The additional contacts that parents have provided will be contacted in the second instance. If these contacts are unavailable the lead DSL will be informed and we will then be lead by the schools Safeguarding Policy.

Responsibility for Payment

- The responsibility for payment of all fees, charges and penalties lies at all times with the person who has made the booking.
- Failure by Badgers to make a written or verbal request for payment of fees does not constitute an excuse or reason for late, or non-payment under any circumstances.

Childcare Vouchers

- Childcare Vouchers will be credited to individual accounts only when the funds have been received by the school. Please note that many Childcare Voucher Providers take up to 7 days to allocate these funds to the school, therefore you must allow 28 Days for this credit to be transferred across to your account.
- The school is registered with a number of Childcare Voucher Providers
- If you intend to use a Childcare Voucher Provider, which is not currently registered with the school, please email finance@meregrn.bham.sch.uk with the Provider's information in order for the school to register. Bookings will need to be paid for by card until this registration process is complete.

Behavior

Whilst attending Badgers children are expected to follow the school ethos and rules. The school behavior management policy applies at all times, including the rewards and sanctions.

First Aid

The school first aid and administration of medication policy applies at all times. Parents of any child who become unwell during Badgers will be contacted immediately.

Badgers Contact Number is 0121 308 9451. Please only call if you are advising on a late collection.

Related Whole School Policies

Badgers Before and After School Club provision is an extension of the school, so all school policies apply to the running of the provision particularly:

- **Safeguarding and Child Protection Policy**
- **Equal opportunities policy**
- **Health and Safety Policy**
- **First Aid and administration of medicines**
- **Online safety policy**

