

## **St. Dunstan's Catholic Primary School Breakfast Club (Early Birds) and After School Club (Stay and Play) Terms and Conditions**

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### **Booking and Payment**

Stay and Play club runs from 3:15pm to 6:00pm. Regular bookings are invoiced on a half-termly basis, and payment must be made within 7 days of the start of each half term. Charges will be available for viewing through your Scopay account and fees are reviewed annually in April.

Due to high demand for places in the breakfast club and after-school club, we kindly request immediate payment of invoices. Failure to pay invoices within 7 days of the start of each half term will result in the withdrawal of your child's place, and parents will need to reapply to join the waiting list.

Please note that Stay and Play after-school club does not operate on the last day of each term, including Easter, Summer and Christmas.

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### **Termination of a regular place**

Half a term's notice in writing is required to cancel or make changes to your child's place, or payment will be due, unless we are able to fill the space from the waiting list. If you do not receive confirmation within 48 hours of your request, please contact the school office directly. For any changes to your child's sessions, please email [wraparound@stdunstans.surrey.sch.uk](mailto:wraparound@stdunstans.surrey.sch.uk) or contact the school office.

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### **Absence/missed sessions**

Any absence, including illness, school trips, residential visits, sporting events (even if the child has been selected by St Dunstan's school to participate), or any other school-based activity or event, will still be chargeable. It is not possible to swap the missed session for another day. Parents are responsible for notifying the school office if their child will not be attending Early Birds breakfast club or Stay and Play after-school club. A credit will only be applied to the next half-termly invoice if the missed space is filled with an ad-hoc booking. Once a place is cancelled, we cannot guarantee availability if the sporting event or activity is rescheduled or does not take place.

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### **Unauthorised holidays or leave of absence in term time**

Places at the Early Birds breakfast club and Stay and Play after-school club are in high demand. To be fair to those on the waiting list, we cannot allow places to remain empty for unauthorised reasons. Therefore, if a child does not attend their allocated session due to a holiday or any other absence not authorised by the school, the place will be given to the next child on the waiting list. Parents will need to reapply for a space on the waiting list when their child returns to school.

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### **Persons authorised to collect your child**

Parents and any other designated individuals collecting children from Stay and Play after-school club must identify themselves to the manager either before or on the first day of their child's attendance. Only those authorised on the registration form may collect children. If parents arrange for someone else to collect their child, they must inform the manager in writing and provide the designated person with the family code word. Please note that staff will not allow a child to leave with an unauthorised individual.

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### **Late pick up charges**

Children must be collected from Stay and Play after-school club by 6:00pm at the latest. Failure to do so will result in additional charges as follows:

- Collection between 6:00pm and 6:15pm will incur a charge of £15.00 per child.
- Collection after 6:15pm will incur an additional charge of £15.00 per child for each subsequent ten-minute period.

Any late charges will be added to your Scopay account and must be paid immediately. Stay and Play after-school club regrets that no exceptions can be made to these terms. We advise parents to have a contingency plan in place, where a friend or relative can be called upon to collect their child if necessary. Please ensure relevant names and contact details are provided on the registration form.

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### **Ad hoc sessions**

If there are available spaces, ad hoc sessions for Early Birds breakfast club or Stay and Play after-school club can be booked through the school office up to 6 weeks in advance via the school office or by emailing [wraparound@stdunstans.surrey.sch.uk](mailto:wraparound@stdunstans.surrey.sch.uk)

Please note that the session fee is slightly higher for ad-hoc bookings. Ad-hoc bookings are non-refundable and payment must be made at the time of booking.

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