



April 2025 Breakfast and After School Club Agreement

Agreement can be given to these terms and conditions by signing this sheet or agreeing to the below statement on the Arbor app: I confirm that I have read and agree to the terms and conditions for Manston Primary School's breakfast and/or after-school clubs. Failure to agree to the terms and conditions will mean that pupils cannot attend school clubs.

- I will notify school in advance if someone other than the parent/guardian with permission listed on Arbor will be collecting my child from after school club.
- I will collect my child by 6:00pm from after school club at the doors of the main hall and understand that if I am late a fee of £5.00 per child will be payable each time.
- I will give 2 weeks' notice to cancel my child's place/permanently change the days they attend either breakfast or after school club. I understand that if I have paid for any sessions in advance these will not be refunded and that due to staffing/availability of places any changes may not be possible.
- I will email claire.broadley@manston.leeds.sch.uk at least 24 hours prior if I require an ad-hoc session at either breakfast or after school club and understand that due to staffing I may not be offered a place on the day requested.
- I understand the charges are as follows: £5.50 per child, per session for breakfast club and £10.50 per child, per session for after school club. Charges will be added onto Arbor every Friday for the following week.
- Breakfast club will start at 7:30am and after school club will finish at 6:00pm
- I understand I must pay for every booked session even when my child is ill, has an appointment, is on holiday or I choose not to send them.
- If my child needs medication whilst attending either club, I will complete the relevant school forms to give permission for staff to administer this.
- I understand my wrap around care account on Arbor must be cleared before the end of the summer term to guarantee my child's place for the next academic year.
- School accepts payments via Tax Free Childcare, for further information and to check eligibility please visit [Tax-Free Childcare - GOV.UK \(www.gov.uk\)](https://www.gov.uk/tax-free-childcare)

I understand my child's place may be revoked if:

- They display unacceptable behaviour at either club.
- My child has not attended the club for their allocated sessions for a period of 2 consecutive weeks.
- If my account is more than 2 weeks in arrears (debt recovery procedures may also begin).
- They are collected late on multiple occasions.

Child's name:		Parent's name:	
Parent's signature:		Date:	