



Breakfast & Supper Club

Parents Terms and conditions.

Registration

Each child needs to be registered with us prior to attending the club; this helps to ensure your child / children's safety and allows us to plan accordingly. The registration will include all emergency contact details as well as any health issues or allergies.

Bookings

Bookings can be made for the full term or ad-hoc and are subject to availability.

You can complete the booking form or you can email your request to us directly at: contact@kids-bsc.co.uk.

Our Admissions policy can be found at <https://www.kids-bsc.co.uk/policies/admissions.pdf>

Staff & Security

All the Kids breakfast and supper club staff are DBS checked and interviewed with full referencing. Our staff all have first aid, food hygiene and Safeguarding training.

The ratio of staff to children at the Kids breakfast and supper club is 1:12 minimum.

Any accidents will be aided by a qualified first aider and a written report given to the parents.

For security all children are signed in to the breakfast club and out of the supper club.

Children may only be collected by a parent / nominated person and if this changes for any reason then a password will be agreed prior, for us to allow the child leave.

Behaviour

At Kids breakfast and supper club we strive to achieve a fun and safe environment for the children in attendance. At the club we promote great behaviour and the children and staff work together to devise the play rules for the club. We work in partnership with parents and school to manage behaviour using clear, consistent, and positive strategies and any incidents will be discussed directly with parents.

Our Behaviour policy can be found at <https://www.kids-bsc.co.uk/policies/behaviour.pdf>

Payments

After a booking has been made you will be e-mailed an invoice.

All payments are in advance and payment confirms your acceptance of the booking and the terms associated. A link to these terms and conditions can be found at the bottom of each invoice e-mail. Invoices must be paid in full on receipt and if the booking is for the full term, you will be invoiced monthly.

The invoice amount and due dates are detailed on the invoice.

Payment can be made by bank transfer, parentpay or childcare vouchers.

Repeat late invoice payment may result in your child place being suspended/lost.



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Cancellations

We do accept people will need to cancel a session on occasion and with two weeks' notice all cancellations can be refunded or credited. Please e-mail us at contact@kids-bsc.co.uk.

Unfortunately, we cannot refund sessions a child has missed due to illness. When a session is booked it is held open for that child whether or not they then attend.

Attendance

If your child is booked in for a supper club session and your arrangements change (Play dates, holidays, sickness) you must let us know. This will help us avoid unnecessary concern as we ensure your child is safe. We take the safety and safeguarding of your children very seriously and when a child that is booked in a session, does not arrive, it triggers our missing child policy. You can contact us anytime to let us know you child may not be attending by e-mailing: contact@kids-bsc.co.uk or call the club mobile (Only available during sessions) or of course, feel free to make staff aware on collection or drop off.

Our Missing Child policy can be found at <https://www.kids-bsc.co.uk/policies/missingchildren.pdf>

Late collection

We understand that on occasion parents and guardians may be late on collection due to unforeseen circumstances. We ask you to contact us at your earliest convenience to advise us that you are running late and we will ensure we can accommodate this.

Unfortunately, if a child is collected late there is a charge of £10.00 per child every 15 minutes (or part thereof) after the booked session has ended. The fee will need to be paid in full before the child attends the next session.

Insurance and safeguarding

Safety is our number one priority and if we suspect a child may be suffering in anyway or if a child makes a disclosure the safeguarding policy will be followed.

Kids breakfast and supper club hold both public liability and employers liability insurance and your children are covered by this when in our care.

Our Safeguarding policy can be found at <https://www.kids-bsc.co.uk/policies/safeguarding.pdf>

Enforced Venue Closure

If Kids breakfast and supper club is forced to close due to the compulsory closure of its premises by order of a competent authority (e.g. School, Local Authority, Environmental Health etc), due to bad weather (e.g. Snow, Ice, Flood etc), outbreak of a human infectious or contagious condition (e.g. Influenza, Meningitis), Industrial Action (teaching strike etc) or for any other reason, parents will still be liable for any fees due/paid, during the entire period of closure.

Data Protection

The company is required to process relevant personal data as part of its operation and shall take all reasonable steps to do so in accordance with this policy. The Company will endeavour to ensure that all personal data is



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processed in compliance with this policy and GDPR.

Our Data policy can be found at <https://www.kids-bsc.co.uk/policies/dataprotection.pdf>

Policies and Procedures

Kids breakfast and supper club follow set policies and procedures to ensure children's safety and wellbeing. If you would like to see a copy of any of our policies please ask at the club as we have a folder there or alternatively call or e-mail us.

Complaints

All concerns should be made to the Club staff or directly to the Manager of Kids breakfast and supper club. If you wish to take matters further, complaints can be made directly to Ofsted and there is a complaints poster on the notice board.

Ofsted tel no: 0300 1234 234 / email enquiries@ofsted.gov.uk.

Contact us:

Ofsted registration number Brookmead School: EY494460

Contact number: 07497 932425

Ofsted registration number Bishop Wood School: EY549415

Contact number: 07856 313420

Manager: Natalie Mitchell

E-mail: contact@kids-bsc.co.uk

Company registration number: 9676999

Setting address's:

Bishop Wood School

Frogmore Street

Tring

Herts

HP23 5AU

Brookmead School

High Street

Ivinghoe

LU7 9EX