



Doxey Primary School

Learning values, achieving goals

Respect, Self-belief, Pride, Perseverance, and Curiosity

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SPARKLES TERMS AND CONDITIONS

Doxey Primary School operates a Governor Led facility during term time, called Sparkles.

Within the Sparkles provision are the following:

1. Sparkles Pre School for children 2 and 3 years of age.
2. Sparkles Wraparound provision for those children in the School Nursery Class aged 3 and 4 years old.
3. Before and After School Club for children aged 3 to 11 years. These provisions operate from 7.45am through to **5.30pm** Monday to Friday during term time (with the exceptions of inset days and bank holidays).

REGISTRATION & BOOKING:

All parents/carers who wish to use these facilities **MUST** first complete a **Registration Pack**.

A Registration Pack consists of:

1. A Booking Form
2. Signing and returning a 'Terms and Conditions' Form.
3. A Pupil Collection/Medical Needs Form.

It is only necessary to complete a Terms and Conditions once, and you will only be asked to sign another one as/when it is updated or at the start of the next academic year.

New Booking Forms should be completed at the beginning of each term and must be made in advance of the sessions required.

Ad hoc sessions will be permitted subject to spaces being available. **Sessions will ONLY be booked if there are sufficient funds in Parent Pay to cover the sessions being booked. No ad hoc or weekly sessions will be permitted if they are not paid for in advance.** The office must be made aware of any ad hoc sessions by 12pm at the latest on the day in question. Booking requested after this would only be accepted in emergency situations. Please do not email if you are booking for the same day, please call or come to the school office. It can not be guaranteed that emails will be picked up in time for the booking to be made if it is for the same day.

The Pupil Collection/Medical Needs Form should be updated by the Parent or Carer whenever these details change or at the start of a new school year. It is the parent/carer's responsibility to ensure that contact details are kept up to date.

DROPPING OFF AND COLLECTING CHILDREN:

When dropping off at Breakfast Club, children must be walked to the provision and handed over to a member of staff. It is not permitted to drop children off in the car park area to make their own way in.

Please ensure collect your child promptly at the end of the sessions booked. If you are delayed for any reason, please contact the school office on 01785 450120 (8.30am to 4.00pm) or on the Breakfast/Afterschool Mobile 07745 239185 (7.45am to 8.45am and 3.30pm **to 5.30pm**)

All children attending Breakfast and Afterschool Club provision must have an up to date '**Pupil Collection/Medical Needs Form**' completed, identifying the people who are permitted to collect them and any medical conditions that Sparkles staff need to be aware of. There is a password system in operation which will be identified on this form. Your child will not be allowed to leave with anyone who is not identified on this list or who does not know the password.

If your child is in Year 4, 5 or 6 and you wish them to be able to walk home at the end of the booked session, this must be indicated on the Pupil Collection/Medical Needs Form.

LATE COLLECTION:

Parents/Carers should collect their child(ren) promptly at the end of session they have booked. If they are not collected on time and go more than 10 minutes into the next session, you will be charged for an additional session.

If a child is collected late after the provision has ended, they will be cared for by members of staff but this will incur a charge to the parent/carer. This charge will be £5.00 for the first 15 minutes and a further £1 for each subsequent 5 minute period.

PAYMENT:

Prices for all sessions are specified on the relevant Booking Forms. Sessions are charged monthly in advance. A 10% discount will be applied for sibling bookings for Breakfast and Afterschool Club, only when booked at the same time. Each booking will be treated separately. Where charges for siblings vary, it will be applied to the to the sibling(s) with the lowest charge. This is only applicable for fees paid directly by parents and not through other organisations e.g. colleges etc.

Booking Confirmations/Invoices will be sent to Parents, via *email, in advance of the start of each month.*

Sessions MUST BE PAID FOR IN ADVANCE OF the sessions commencing. NO SESSIONS will be permitted if your balance has not been paid.

Payments can be made by card via our secure online payment system Parent Pay. Parents wishing to pay cash should take the barcoded letter to a Paypoint store and make payment using the barcode (nearest store is Bradbury Rise). Payments in cash at the school office will only be accepted in exceptional circumstances.

Payment is still required when a child is absent for any reason e.g. on holiday or absent due to illness.

If a child is absent for a long period due to illness, the Headteacher will decide on a case-by-case basis as to whether fees will need to be paid for the period. The Headteacher's decision is final for paid sessions.

For Nursery/Sparkles funded sessions, absences will be monitored in line with conditions set out in the EFF Provider Agreement.

4 weeks' notice and payment will be required to withdraw your child from Sparkles Preschool or Wraparound care. That includes children who attend funded sessions.

24 hours' notice is required for changes to Breakfast/Afterschool club bookings.

Any ad hoc sessions which are booked during the month, will be charged to Parent Pay the same day. *Sessions will ONLY be booked if there are sufficient funds in Parent Pay to cover the sessions being booked. No ad hoc or weekly sessions will be permitted if they are not paid for in advance.*

Parents are requested to ensure their Parent Pay accounts are kept in credit.

THE PROCESS FOR PURSUING DEBTS:

Informal reminder – Parents will be reminded by text normally 7 days before payment must be received.

First reminder – *If the invoice remains unpaid on the first day of the month in question, a first reminder by text or email will be sent to the debtor. At this point, access to the Sparkles provision may be suspended until payment is made.*

Second reminder - If the debt remains unpaid two days after a first reminder, a second reminder will be sent to the debtor. **At this point, access to the Sparkles provision may be suspended until payment is made.**

These reminders allow the debtor every opportunity to settle their debt and ensure the school can prove all reasonable steps have been taken to recover the debt should the issue proceed further.

Final reminder letter - If no response is received following the second reminder, the school will send a letter to the debtor advising them that they will be referring the matter to the LA to consider legal action.

At any stage above, Sparkles reserve the right to withdraw childcare.
Any outstanding debt of more than £50, will automatically result in childcare being withdrawn.

NOTICE:

For Sparkles Pre School and Nursery wraparound care, **4 weeks' notice** is required for any decrease in sessions or withdrawal of a child. Notice must be provided in writing to the school office. This is the case for both funded and paid sessions.

If you would like to increase or change bookings we will aim to accommodate this as requested, availability permitting. If your child is absent for any reason (eg Sick, Holiday etc.) sessions will still be charged.

For Breakfast and Afterschool Club, **we require 24 hours'** notice of any cancellation of your booking. If 24 hours' notice is not received you will be charged for the session, this includes sessions that the child misses due to illness, holiday etc.

Any changes or cancellations of sessions must be done through the School Office only.

POLICIES:

The Sparkles provision adheres to the same policies as Doxey Primary School. These policies can be found on the schools website www.doxeyprimary.co.uk.

Of particular relevance are:
Charging and Remissions Policy
Debt Policy
Complaints Policy

Please sign and return the last page of this document.



Doxey Primary School

SPARKLES TERMS AND CONDITIONS

Please sign and return this page to the school office:

Child's Name.....Class.....

Child's Name.....Class.....

Child's Name.....Class.....

Child's Name.....Class.....

I agree that all sessions will be paid for in advance and I will abide by the Sparkles Provision Terms and Conditions set out above.

Signed.....

Name.....

Date.....

(Person signing must have Parental Responsibility)