COPPICE CLUBHOUSE TERMS AND CONDITIONS

The below terms and conditions relate to Coppice Primary School's extended day care provision called Coppice Clubhouse. Parents and Carers who send their children to the Coppice Clubhouse must complete and sign the admissions form and agree to the terms and conditions. By signing you agree that you have read and understood all of the terms and conditions.

1. The admission form must be completed in full before your child can use either club.

2. All bookings **should** be made by Friday morning, for the following week, via the booking email address: coppiceclubhouse@coppice.redbridge.sch.uk. This allows the school to arrange staffing for the following week. If an emergency place is required the club will ty to accommodate where possible, but cannot guarantee a place due to staffing ratios. For emergency same day bookings before 12pm, please email the booking email address: coppiceclubhouse@coppice.redbridge.sch.uk, after 12pm please call the school office to allow the school enough time to support staffing ratios for requests made. Please note there is a same day booking admin fee of £2.

3. Parents and Carers must ensure that all details on the admissions form are accurate and up-to-date. Any changes must be made directly with the Coppice Clubhouse, the school office or via email to coppiceclubhouse@coppice.redbridge.sch.uk

4. To access the club, parents and carers must use the rear gate on Burrow Road. Parents and carers should ring the buzzer when they arrive at the gate and wait for a member of the team to let you in. No parents should drive into the school, cars should be left on Burrow Road (Please be respectful of our neighbours and do not park over driveways).

5. Parents are required to use the electronic system signing in system to register their child/ren for morning Clubhouse and then are also required to use the electronic system to sign their child/ren out at the end of the day.

6. Morning Clubhouse starts at 7.30am. Children should arrive by 8am if they wish to have breakfast. The school day starts at 8.20am.

7. Afternoon Clubhouse starts at 2.45pm and finishes at 5.30pm. Parents can collect children at any time before 5.30pm. Please ensure prompt collection from whichever session your child is booked into, otherwise you will incur an extra charge. **Session times:**

Coppice Clubhouse AM: 7.30am-8.20am (inc breakfast) - £5

Coppice Clubhouse PM:

Session 1: 2.45pm – 4.15pm - £8

Session 2 (after activity club): 4pm -5.30pm (inc snack) -£9

Session 3: 245pm - 5.30pm (inc snack) - £15

Payments can be made by:
ParentMail – shop option
Childcare vouchers - arranged through your own employer
Government's tax free childcare scheme - www.gov.uk/get-tax-free-childcare

8. On collection, an authorised adult named on the admissions form, must sign your child out of the Coppice Clubhouse at the end of the session using the electronic signature pad.

9. **Outstanding payment**: Coppice Clubhouse reserve the right to refuse any child entry into the club if payment has not been made or if there is a debt on the account.

10. Cancellations must be made at least 24 hours in advance, if less than 24 hours' notice is given you will be charged for the session booked plus an admin fee which will be added onto your account. It is your responsibility to inform the main school office if you choose to collect your child from school when your child is booked into Clubhouse, but you will be charged for the session plus an admin fee.

11. The staff aim to provide a safe, stimulating and happy environment for all children.

12. The Coppice Clubhouse reserve the right to refuse future entry to any child whose behaviour is disruptive in line with the schools behaviour policy. Parent and Carers may be called to collect their child immediately if behaviour warrants it.

13. We will endeavour to provide a high quality service to children and will seek feedback from parents and carers from time to time. If you have any concerns please speak to the Coppice Clubhouse staff. If you still have concerns please request to speak to a member of the Senior Leadership Team.

14. The school will not tolerate any parent or carer who is rude, disrespectful or aggressive to a member of our staff and we will refuse your child entry to the club.

Please see the charges + remissions policy for additional information

Late collection

It is extremely important that children are collected on time from the Coppice Clubhouse.

Parents and Carers need to make appropriate arrangements for their child to be collected at the stated finish time. Please be aware that late collections will be recorded and an additional cost will be charged.
Late collection fees after 5.30pm: £15

Parents and Carers must appoint a responsible person to collect their child and those responsible persons must be named on the admissions form. It is parents and carers responsibility to ensure those authorised to collect children understand the importance of collecting them on time.

Please inform the school if collection arrangements are going to be different to usual arrangements that are in place. Children will only be dismissed to the responsible adults named on the admissions form, unless a phone call with the parent has stated otherwise.

On the first occasion that a child is collected late in one term, parents and carers will be reminded of the late collection policy.

On the second occasion that a child is collected late in one term, parents and carers will be reminded of the late policy collection and asked to re-sign this agreement.

If a child is collected late on more than two occasions in one term, then entry into Coppice Clubhouse may be suspended for a period of time.

Parents and Carers must contact the school if they are aware that they will be late to collect their child. Your notification will be taken into consideration when considering future acceptance into this provision.

Please contact the Coppice Clubhouse on 0208 708 0740, select option 1 for Coppice Clubhouse (breakfast & after school clubs)

Coppice Clubhouse

Parental Agreement

I _____ parent/carer of _____ agree to the conditions stated in the Coppice Clubhouse terms and conditions and will ensure that these are adhered to.

Signed _____ Date _____