

Cuffley School Breakfast and After School Club Agreement

This document outlines the agreements for both the Breakfast Club and After School Club at Cuffley School.

Cuffley School Clubs provide a friendly, fun environment supervised by permanent school staff and managed by the Cuffley Club Team. They are based in The Oasis, with use of other school spaces, indoors and out. A range of activities are provided, with a commitment to child-initiated learning and play. The clubs operate under the policies and procedures of the school, including the Breakfast and After School Clubs Policy and School Behaviour Policy.

The clubs' aims are:

- To provide a high quality of care
- To offer children an exciting range of activities with lots of choice
- To offer a safe place to play
- To offer children and their parents a service that promotes equality, inclusion and values diversity
- To provide children with healthy and nutritious food. We do not serve food that contains nuts, and we try to avoid foods containing artificial colourings or flavourings.

Breakfast Club Details

- Operating Hours: Monday to Friday, 8:00am to 8:35am.
- Arrival: Children can be brought to The Oasis from 8:00am and handed over to staff. All children must be signed in on the register by a parent or carer. Parents/carers of children in Years 5 & 6 may sign an opt-out form allowing their child(ren) to walk to the club themselves.
- Food: Cereals, toast, bagels, fruit, and various drinks are offered for breakfast. Breakfast is served until 8:30am.
- Activities: Children will have a chance to chat, read, and play games.
- Cost: £4 per day (£3 for each additional sibling).

After School Club Details

- Operating Hours: Monday to Friday, 3:15pm to 6:00pm.
- Arrival: At the end of the school day, all children are taken to The Oasis, and a register is taken. Children attending other extra-curricular clubs, run either by school staff or other providers, can join the After School Club at the end of their activity.
- Snack: A snack including sandwiches, wraps, yogurt, and a variety of fruit is offered.
- Cost:
 - £11 per day (£9 for each additional sibling) until 5:15pm
 - £14 per day (£12 for each additional sibling) until 6:00pm

General Agreements for Parents/Carers

By joining either club, parents/carers agree that:

- Bookings will be made in line with school procedures.
- For Breakfast Club, children will be brought to the club, completing the signing-in sheet as appropriate.
- For After School Club, children will be collected from the club, completing the signing-out sheets as appropriate.
- If your child attends another club before After School Club and you collect them early, you will still need to sign them out of the club at The Oasis.
- Children will be collected on time from the After School Club.
- Contact details must be up to date for emergencies. Any changes in address, contact numbers, etc., must be provided in line with safeguarding procedures.
- Any changes in children's medical information or allergy changes should be advised to the Cuffley Club Team as soon as possible.
- Children who are unwell (including those suffering from infectious, contagious, or notified diseases) will not be sent to the club.
- For After School Club, children will be made aware of the days they are attending the club, so they follow collection procedures.

Booking and Charging Policy (Applies to both clubs unless specified)

Whilst we understand that there may be times when your children are unable to attend the Breakfast or After School Club for various reasons, the following outlines the school's policy on charging:

- **Illness:** If children are absent from school due to illness, the Cuffley Club Team must be informed by 8:45am on the day of the session via email (cuffleyclub@cuffley.herts.sch.uk). Failure to do so will result in the parent/carer being charged for the full session, with no credit applied.
- **Cancellations:** Parents are asked to inform the Cuffley Club Team by 5:15pm the previous day via email (cuffleyclub@cuffley.herts.sch.uk) if their children are not attending the following day's session. Any cancellations after this time, or where the team is not informed, will be charged. A total of three sessions per half term may be carried over; any other cancellations will be charged. This policy applies to all booked sessions, whether paid or not.
- For same day After School Club cancellations, please notify the school office by telephone no later than 3:00pm.

- Sibling Discount Adjustment:
 - Breakfast Club: If the older child attends without their younger sibling (due to sickness or a credited cancellation), the sibling discount will not apply. An additional £1 will be charged.
 - After School Club: If the older child attends without their younger sibling (due to sickness or a credited cancellation), the sibling discount will not apply. An additional £2 will be charged.
- Children joining the After School Club after attending any other after-school activity, or being picked up early, will still incur the full cost for that session.
- All bookings are made on a termly basis by filling out a Google form (emailed to parents/carers) within a two-day window. Do not request sessions you do not intend to use.
- Payment Confirmation: Parents will receive an email with allocated spaces. Payment must be made in advance to confirm these spaces, split into two payments for each half-term. If payment is not made by the specified deadline, allocated spaces will be removed.
- Ad Hoc Sessions: Ad hoc sessions can be requested after the Google form closes by contacting the Cuffley Club Team at cuffleyclub@cuffley.herts.sch.uk. These are subject to availability and staff/pupil ratio. Requests for same-day sessions must be made through the school office. Payment must be made at the time of booking. The Cuffley Club reserves the right to turn away children for unpaid sessions.
- Termination of Booked Space: If a parent/carer wishes to terminate a child's space partway through a booked and paid-for term/half-term, one month's written notice is required. Any sessions after the one month's notice period will be refunded.
- Commitment to Full Term Bookings: By paying for the first half of the term, you commit to all dates booked for the full term. Bulk cancellations are not permitted, other than with the required notice. This ensures fair allocation of sessions.

Payment Terms

The person who made the booking is always responsible for the payment of fees, charges, and penalties. Failure by the Cuffley Club Team to request payment does not excuse late or non-payment.

- Holidays During Term Time: If a parent chooses to take their children on holiday during term time, they will still be expected to pay full price for missed sessions as their place will be reserved.
- School Closure: If the school is closed for any reason, i.e. enforced snow closure, there will be no charge to the parent/carer, and the session will be credited.
- Educational Day Visits:
 - Breakfast Club and After School Club: We will assume the space is still required unless advised otherwise in advance. Please inform the club if the session is not needed.

- Residential Visits: For residential visits, parents/carers must inform the club to cancel any booked sessions, following the cancellation policy.

After School Club Penalty Charges (for late collection)

Parents/carers who collect their children late will incur a penalty charge. A five-minute grace period is given after the official closing time of the session booked. This charge is added to the child's Arbor account the following working day and must be paid before attending further sessions. Failure to pay will result in termination of the child's place. Children left for more than 45 minutes may result in referral to the police or social services.

The penalty charges are:

- If the child is not collected by 5:20pm, an additional charge of £3 will be added to the account to cover the extra time until 6:00pm.
- If the child is collected between 6:05pm and 6:15pm, an additional charge of £8 per child, will be added to the account.
- If the child is collected after 6:15pm, a further charge of £8 per child will be added to the account (therefore, each child collected after 6:15pm will be charged a total of £16.00).

Termination

- Cuffley School reserves the right to terminate a child's place if the agreement is not followed.
- The school reserves the right to ask parents to withdraw their children immediately if children continually display inappropriate behaviour, in line with the School Behaviour Policy. Where appropriate, all efforts to work with families will be made before such action is taken.

All queries regarding payments and debts must be referred to the Cuffley Club Team or School Business Manager.

Please sign here, to confirm that you agree to the terms and conditions of the Breakfast and After School Club Agreement.

NAME OF CHILD/REN:

NAME OF ADULT:

SIGNED:

DATE:

Agreement updated 8th July 2025