



**GROVERS BREAKFAST
AND
AFTER SCHOOL CLUB**

Boxgrove Primary School, Boxgrove Lane, Guildford Surrey, GU1 2TD

Headteachers: Mrs. A Fitch and Mrs R Stacey

Grovers Managers: Mary Chambers and Christina Mason

Grovers Terms and Conditions

Telephone Number: (01483) 563701
Grovers Mobile: 077086 52232 (from 1.30pm - until 6pm or until the last child leaves)
Grovers Email: grovers@boxgrove.surrey.sch.uk

PLEASE SIGN AND RETAIN A COPY FOR REFERENCE

Collection Arrangements

1. Parents and any other designated persons collecting children from Grovers must identify themselves to the Manager/Room Deputy either before or on the first day of the child's attendance at Grovers. Grovers may request/use a password system. Parents must inform the Manager/Room Deputy in writing if they have arranged for any other person to collect their child/ren from Grovers. Please note Grovers staff **will not** allow a child/ren to leave Grovers with an unauthorised person.
2. Children must be collected from Grovers by 6:00pm at the latest. Failure to do so will result in extra fees being charged thus:

Collection after 6.00pm - £5.00 for each ten-minute period thereafter (per child).

3. Grovers regrets that no exception can be made to these collection terms and conditions and advises parents to have a contingency plan in place whereby a friend or relation can be called to collect their child/ren if necessary.
All adults collecting a child/ren must ensure they present themselves to a staff member and sign the child/ren out on the Grovers register before leaving. Please note staff **will not** allow a child to leave Grovers with an unauthorised person unless agreed authorised in writing or by phone.

Booking Arrangements

4. If Grovers have space we can book children on an occasional basis. However, once a space has been booked you will be charged the session rate.
5. Booking arrangements are made in the summer term for the following September. Bookings are made on an annual basis, running from September to July. Please note that all places are allocated on a first come first served basis to current users of Grovers, their siblings and finally people on the waiting list.

Once the days have been accepted, 4 weeks before the end of term no changes can be made.

6. Please note that Grovers After School Club does not operate on the last day of each term, i.e. Easter, Summer and Christmas terms. Please note Grovers staff are only employed during term time.

Notice Period

7. All parents are required to give one whole term or **12 weeks written notice** of any changes to their child's session pattern or if they wish to cease sending their child to Grovers. Parents will be charged until the notice period has completed even if they select to remove their child from the setting earlier.

Many families will need to change their requirements and as a business we need this notice period to allow us to plan and manage our staffing. Our staffing levels link directly to the number of children attending Grovers and so we need 12 weeks advance written notice of your child leaving Grovers to allow us to review staffing ratios for the business.

8. Payment: Invoices will be issued 1 week before the end of the month every month. All invoices must be paid in full by the invoice deadline on the first of each month. If the invoice is not paid by the 7th working day of the month you will incur a £10 late fee for payment. September's invoices will be issued in the first full week of the start of the new term and you will have two weeks to pay the full invoice.
9. All pre-booked places will be charged **even if your child is unable to attend due to sickness or other absence.**
10. Please note the parent/carer booking the child/ren into Grovers is liable for payment. If you wish another adult to be liable Grovers requires written evidence from that parent/carer before the booking can proceed.

Clubs and Sessional Rates

11. If you have booked a place at Grovers and your child subsequently chooses to do an after school activity (club) you must pay the session fee i.e. £13.00 to keep the place. Please refer to our notice terms and conditions if you need to give up your place for your child's club.

Housekeeping

12. Children should **not** bring any toys, games or valuables to Grovers. Nor should they bring any money, as Grovers cannot be held responsible if these get lost, stolen or damaged.
13. Children should not bring their own food/sweets to Grovers.
14. All Mobile Phones will be placed in the 'Grovers Box' or on the Manager's desk until the child is collected.

Behaviour

15. Behaviour by any child or adult at Grovers considered by the Manager to be unacceptable and inappropriate will not be tolerated. This includes bad language, bullying and any other behaviour, which causes disruption and/or distress to others. The Head teacher reserves the right to exclude any person from Grovers should such an incident occur.
16. Respect for, and proper use of all property, equipment and the premises is essential and must be maintained by all persons, adults and children, at all times.

Complaints

17. If you have a complaint or concern about Grovers please speak to the Manager in the first instance. If you feel the issue is not resolved please write to the Headteacher of Boxgrove Primary School. Following the school complaints policy on the website.

Play Principles

18. Grovers follow The Play Principles and therefore encourage a free flow system regarding inside and outside play. We therefore play outside in all weathers (except storms) and all visibilities, so please bring appropriate outdoor clothing to Grovers. Grovers provide high visibility jackets (yellow-juniors/orange-infants) and torches. If a parent does not want their child in the playground in low light levels, they have the option to request for them to be kept in.
19. The older children, Years 4-6, are occasionally asked by Boxgrove staff to complete small tasks around the school site. These small tasks will require the child/ren not being in view of a member of Grovers staff BUT the child/ren be in possession of a Walkie-Talkie. If you do not wish for your child/ren to complete these small tasks please let a member of Grovers Staff know.

GROVERS BREAKFAST CLUB

1. Breakfast Club runs from 7:30am to 8:40am daily in the Kent Hall. Places are limited for Breakfast Club to a maximum 88 children.
2. Cereal, toast, muffins, bagels, jam etc., and drinks are available and included in the daily fee for Breakfast Club.
3. Parents/carers should sign their child/ren into the Breakfast Club on the daily Register. Only Key Stage 2 (KS2) children may walk into Breakfast Club unattended, providing there is written permission from a parent/carer. KS2 are not allowed to escort younger children into Breakfast Club.
4. The Terms and Conditions previously stated apply equally to Breakfast Club where relevant.

ACCEPTANCE OF GROVES TERMS AND CONDITIONS

Child/ren's name/s		
Parent/Carer Name (Printed)	Parent/Carer Signature	Date
Grovers Manager/Deputy Name (Printed)	Grovers Manager/Deputy Signature	Date