

**St Andrew's Church of England Primary School**  
**Crescent Avenue**  
**Over Hulton**  
**Bolton**  
**BL5 1EN**



**Head Teacher: Mr Simon Charnock**

## Breakfast and After School Care

TERMS AND CONDITIONS AGREED BY THE GOVERNING BODY

This club operates from the premises of St. Andrew's CE Primary School.

The club operates on all St. Andrew's CE Primary School working days. It does not operate on the days when pupils are not required to attend St. Andrew's CE Primary School (i.e. on school holidays and St. Andrew's CE Primary School staff training days).

### The Club Undertakes to:

- Provide high quality before and after school care for children aged 4-11 in a safe, stimulating and enjoyable environment.
- Provide suitably qualified and experienced staff.
- Ensure KS1 children are escorted to and from the area used for the club.
- Work in partnership with the parents and children.
- Ensure equality of opportunity, without discrimination of any kind, to both children and staff (current and prospective).
- Maintain fees at a level consistent with those of other similar facilities in Bolton.
- Current fees are available in writing on request

### Current Fee Structure

#### **Breakfast Club**

Hours of opening: 7:30am-8:45am Cost Per Sessions £6

#### **Afterschool Club**

Hours of opening: 3:15pm-6:00pm Cost Per Session £12

#### **Late Collection**

A charge of £5 for each child will be levied for pick up 6pm to 6:15pm and an additional charge of £5 for each child will be levied for pick up 6:15pm to 6:30pm



Tel:01204 332606

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[www.standrewsbolton.co.uk](http://www.standrewsbolton.co.uk)

## Bookings/Fees

1. All bookings for St Andrew's CE Primary School Out of School Club (OoSC) must be received 24 hours before the intended start time and full payment must be paid online, via School Spider or HMRC Tax Free Childcare Scheme at the time of booking.
2. All bookings must be completed on the website booking form.
3. Telephone bookings are only permitted in exceptional circumstances.
4. Children for whom payment has not been made will not be accepted at the club the following week under any circumstances.
5. Fees are not refundable unless in exceptional circumstances.
6. Parents must ensure their children are brought, and collected, within the agreed times, by a responsible adult known to the club staff. This adult **MUST** sign the child(ren) in or out. If it is not possible to collect the child(ren) on time, the club must be informed by phoning the OoSC landline on 01204 332610. The club reserves the right to charge an additional £5.00 for collections between 6:00pm and 6:15pm, and a further £5 between 6:15pm & 6:30pm. After this time our After School Care Club Manager will contact Social Services under the Local Authority Guidelines to report your child has not been collected.
7. Parents must ensure that one of them can be contacted in the event of an emergency. If a parent or carer cannot be contacted the club has written permission to take the necessary steps considered appropriate to safeguard the health and welfare of the child, including appropriate hospital, or other medical treatment.
8. Cancellations: If you have made a booking which is no longer required, as you wish to collect your child/ren at 3:20pm / 3:30pm, please contact the office. You are able to cancel a session up to 24 hours before the intended start time using the Spider App for a full refund. After this time, no refund will be given.

