

# West Lodge Primary School

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## Breakfast & After School Club – Terms & Conditions

Updated July 2024

- i) Fees are charged at £5.50 per session for Breakfast Club and £11 per session for After School Club.
- ii) Booking and payment should be made via your Arbor account. Places will not be allocated and your child will not be able to start attending until payment has been received.
- iii) If you wish to pay via childcare vouchers you must email the school with details of the day(s) required, the name of your voucher provider, the date payment was made and the payment reference number.
- iv) Payment must be made for the full term in advance. If you wish your child to start part way through a term you will either have to pay for the full term (ie from the beginning of that term) or wait until the next half term.
- v) **Refunds will not be given for days missed due to sickness, absence etc, or if you change or cancel your child's place within the term.**
- vi) Requests to change days during the term will be subject to availability.
- vii) New Reception children will be able to start Breakfast and/or After School Club in the first week of October (w/b 30<sup>th</sup> September 2024). They will be charged from this date.
- viii) Children must be collected from After School Club by 6pm at the latest. Late collections will be subject to a late collection fee.
- ix) Ad hoc places may be offered in exceptional circumstances subject to the following conditions:
  - a. Charges for ad hoc sessions will be £7.50 for Breakfast Club and £15 for After School Club.
  - b. Places should be requested via email to the school office.
  - c. Payment for ad hoc sessions must be received in advance via your Arbor account. We cannot accept childcare vouchers as payment for ad hoc places

