

St Andrews CE Primary



ST ANDREWS STARS

2023-2024



Terms and Conditions

St Andrews' STARS understands that the cost of registered childcare may seem expensive to a parent/carer. After comparing similar provisions in the local area, we know that St Andrews offers a very competitively priced service offering a high quality, safe and stimulating service for children aged 4-11. We support eligible parents/carers claiming and taking up the childcare element of the Working Tax Credit and the use of work-place vouchers.

- Payment of fees must be made in advance, no later than the Sunday evening commencing that weeks' care and should be made at least weekly; however, a full half-term can be paid for in advance. Payment must be made via 'My Ed App (Pluspay)'
- If children are not booked onto Wraparound, but not collected at the end of the school day, Parents will be contacted by St Andrews' STARS staff to collect their child. St Andrews STARS staff must ensure the pupil to staff ratio is correct and cannot always accept children who have not been booked on.
- If fees are paid consistently late, or not at all, St Andrews STARS will be forced to terminate the child's place. Under exceptional circumstances, it may be agreed that the child will be allowed to continue attending for the remainder of the week.
- Parents are able to pay via Tax Free Voucher Schemes (either through the Government scheme or work based schemes). To accommodate this, there is a limit of £200 allowed. This is to enable payments to be made via vouchers, however, this is to be cleared monthly. It is not acceptable to pay small amounts to enable a further booking to be made.
- The Manager has the right to issue a formal warning to the parent/carer by text and/or email to inform them that late payment may result in their child's place in St Andrews' STARS being removed.

Breakfast Club £3.50 per session

After School Club £10.00 per session

Late collections (after 5.40pm) can incur a charge.

- St Andrews STARS will operate between the hours of 7.45am and 8.45am as well as 3.25pm and 5.40pm. All children must vacate the premises by 5.40pm. If children are collected after this time, school will make a late payment charge of £10.00.
- A daily snack is made available to the children and the menu is published on the school website. The snack is subject to change (i.e at the start/end of term and/or unforeseen staffing changes).
- If the parent/carer agrees to abide by all the terms and conditions including the level of fees and arrangements for payment, they are required to complete and sign this document in all the relevant areas.
- For fair and transparent process, places will be offered 'first come, first served' basis.



I hereby consent for my child to take up a place in St Andrews STARS according to the terms and conditions set out in its policies and procedures. I have understood the expectations and obligations relating to both myself and the Club, and agree to abide by them.

Print Name:.....

Signature:.....

Date:.....

Registration Form

Child's Full Name: _____

Preferred name if different from above: _____

Date of Birth: _____

Gender: _____

Parent/Carer Contact Details

Priority 1 Contact Name: _____

Full Address: _____

Telephone Numbers:

Mobile: _____ Landline: _____ Work: _____

Do you have the following:-

Parental responsibility for the child: **Yes / No**

Legal Access: **Yes / No**

Priority 2 Contact Name: _____

Full Address: _____



Telephone Numbers:

Mobile: _____ Landline: _____ Work: _____

Do you have the following:-

Parental responsibility for the child: **Yes / No**

Legal Access: **Yes / No**

Additional Emergency Contact Details: _____

Names of Persons Authorised to collect your child (including contact numbers):

1) _____

2) _____

3) _____

Details of any Significant Health Issues (including a special educational needs and/or physical disabilities statement):

Details of any Special Dietary Requirements, Allergies and Significant Food and Drink Preferences:

Other Allergies (eg. plasters)

Do you consent for members of staff at the Club to apply sun cream to your child in hot conditions?

Yes / No

Do you consent to the following:-

Watching PG Films **Yes / No**

Photographs (unnamed) for twitter/Promotional Purposes **Yes/No**



Any Other Relevant Information: _____

I confirm that the information given above is correct and I will notify St Andrews STARS staff if any of these details should change.

I confirm that I have sought the agreement of each of the above named individuals to be named as an emergency contact for my child and have their consent before sharing their personal data as set out above with St Andrews Primary School for this purpose.

Print Name:.....

Signature:.....

Date:.....



Emergency Medical Treatment Form

Child's Name: _____

Date of Birth: _____

Doctor's Name: _____

Doctor's Telephone Number/Address: _____

Detail of any Medical Conditions: _____

Details of any current medication: _____

In the event that my child is involved in a serious incident while at the club, I expect the Manager, or a delegated member of staff, to contact me immediately on the emergency contact numbers provided on the registration form.

In the event that my child requires immediate medical treatment before I will be able to get to the Hospital, I hereby authorise the Manager, or a delegated member of staff, to consent to emergency medical treatment on my behalf.

I understand that this authorisation will remain valid unless I contact the Manager to withdraw it.

Print Name:.....

Signature:.....

Date:.....



Advanced Booking & Attendance Patterns

All regular bookings must be made in advance on the school's payment and booking system – My Ed (Pluspay). The number of places are limited and will be allocated on a first come, first served basis. Sessions will be made available during the last week of term for the following half term.

All bookings must be made at least 1 week in advance. Emergency or short notice bookings (ie, less than 1 days notice) can be made if there is an available place; however, this must be done by contacting the school office. The school office staff will then enter the booking on My Ed (Pluspay) on your behalf. Payment must then be made in advance of the session.

To enable the school to plan the number of places available, food and staffing ratios, please complete the section below. Please note this is only a guide for the school and does not guarantee your child a place in the club. Places are only guaranteed by booking the slot in advance on 'My Ed' (Pluspay)

Child's Name: _____

Please circle the days which provision you are likely to require.

Breakfast Club

Monday	Tuesday	Wednesday	Thursday	Friday
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After School Club

Monday	Tuesday	Wednesday	Thursday	Friday
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Shift Patterns

If you work a shift pattern which specify below;

If you have any questions or comments please get in touch with Mrs Ainsworth, School Business Manager.