



Buckden Out of School Scheme

Email: Boss@buckdenacademy.org

Phone: 07841 204419

Managers: Mrs Chloe Burling
Mrs Denise Carter

Dear parents/Carers,

Buckden Out of School Scheme provides after school care for children from Reception to year 6. The setting provides a safe, secure and happy environment, supervised by professional, experienced staff. The varied play based programme includes arts and crafts, outside games, toys, indoor games and cinema nights. Where possible a quiet area is set aside where children can spend time on homework, reading or resting.

As BOSS is under new management we wanted to ensure that everyone, Parents/carers, staff and children are all aware of the Terms and Conditions of BOSS

If you could please sign the attached slip to agree with the Terms and Conditions.

Terms and Conditions

Opening Hours:

Mon – Thursday	7.30am – 8.35am	3.15pm – 6.15pm
Friday	7.30am – 8.35am	3.15pm – 5.15pm

Charges

The fees are as follows:

7.30am – 8.35am (No Breakfast)	£ 3.50
7.30am – 8.35am (With Breakfast)	£ 4.00
3.15 – 4.15 pm	£ 3.50
4.15 – 5.15 pm	£ 3.50
5.15 – 6.15 pm	£ 3.50

- The Manager will confirm the availability of regular places to you. It is vital that parents/carers notify the Manager in advance about the places needed. Children who have not been booked in will not be able to attend the club and will remain in the care of the school.
- One-off sessions at short notice may be available and can be arranged through the Manager. Normal charges will apply to casual sessions booked in this way.
- If a session is no longer required for your child, we need to know as we will expect them in the club.
- If your child is unwell please inform us. If your child doesn't require their regular place please give 24 hours' notice, unless unwell. If we do not get notice you will be charged for 1 session (£3.50).

Invoicing Procedure

- Invoices will be issued on the 1st working day of the invoiced month.
- Payment is due on the 10th of the month.
- If payment is not received, or a valid reason why it hasn't been paid, there will be a **Late Payment fee** of £ 25.00 charged.
- Places will be removed if payment is not forthcoming after 3 weeks.
- If late payment fee is not paid after 14 days' places will be removed.
- **If you are having difficulty paying your invoice, please speak or email us in confidence to come to a resolution.**

Day to Day Routine

- Breakfast is served at BOSS between 7.30-8am. If your child requires breakfast and comes in after 8am we will be unable to offer breakfast.
- Breakfast brought in from home is not to be consumed, due to allergies.
- After school Children will be taken or directed immediately to the school hall for BOSS registration. Any children on the daily register who are not in attendance will be investigated through their class teacher if we have had no notice of their absence.
- In our afternoon sessions children will be offered a biscuit/fruit and a drink of water or fruit squash. This will be served once initial registration is done.
- After 5.15pm an evening snack and drink will be supplied.
- If your child has left something in their classroom, BOSS staff and children are not permitted to go into the classrooms after 3.15pm. It is your child and their teachers' responsibility to make sure they have everything at the end of the school day.

Late Collection

- Please notify BOSS on **07841 204419** if you are unable to collect your child before 6.15pm Monday – Thursday or before 5.15pm on Friday.
- To cover staffing costs, a fee of £5.00 will be charged per 15 minutes or part thereof that your child remains in our care.
- If we have been unable to reach you or any of your emergency contacts, we will follow our Uncollected Children Policy. If your child is collected after 6.15pm on more than 2 occasions, then the child will automatically lose their place at BOSS.

Closure of provision in an emergency

If it is a management decision to close the After School Care provision at short notice due to very exceptional circumstances i.e. severe adverse weather conditions, no heating; burst water pipes, etc. a full refund will be given for the day(s) the Club is closed. We are unable to give refunds if the Club is open and parents make the decision not to send their child(ren).

Please note that the school reserve the right to refuse the service to any parent if they become abusive or use abusive language or fail to comply with our terms.

Child's name _____

We agree to comply with the terms and conditions of Buckden Out of School Scheme (BOSS).

Signed (parent/carer) _____ Date _____