



## TERMS AND CONDITIONS Buttercup Club Goldfield Infants' & Nursery Wraparound Care

- Breakfast club operates 7.30 am - 8.45 am After School Club operates 3.15 pm – 6.00 pm
- After school session fee is £15 per child per session.
- Breakfast club session fee is £7 per child per session.
- Children are welcome to take part in school based activities after 3.15 pm and may join the club later, however, the fees will remain the same. The Club Leader must be informed of any school based activities the child is taking part in.
- Bookings are made with the school office using the [online form](#).
- Applications for the following academic year can only be submitted to the school office from the **15<sup>th</sup> May** of that year using the online form.
- Applications are only taken once children have been allocated and formally accepted a Goldfield Infants' and Nursery School place and, if for the following academic year, **not before 15<sup>th</sup> May** of that year.
- Places must be re-booked for the start of each school year.
- The Club is available for the pupils of Goldfield Infants' and Nursery School and to children of Club playworkers only.
- In the event of a child being unable to attend a booked session, the school office must be informed as soon as possible; the fee remains payable.
- Children will not be admitted if they have not attended school that day.
- Holidays taken during term time must be confirmed to the Club in writing to ensure retention of the child's place, however, payment must still be received for the holiday period.
- Non-attendance for a week (or for whatever number of days your child normally attends during any one week) without written or verbal communication with the Club may result in the loss of the place.
- In the event of any unavoidable delay in collecting your child the Club Manager must be telephoned.
- If children are not collected at the end of a session, the staff will try to contact the parent (or other contacts per the child's Arbor records). Persistent lateness will result in the removal of the place.
- An additional fee of £10 will be imposed for the collection of children after the Club ends at 6.00 pm.
- Fees must be paid termly within 7 days of the start of each term or, by arrangement in 3 instalments, via Goldfield's Arbor Parent Portal app.
- There will be no refund or reduction in fees for non-attendance.
- Childcare Vouchers will be accepted, with prior notice and agreement with the school office.
- Late or non-payment of fees will result in the loss of the child's place, unless there are special circumstances which have been agreed by the Club Manager or the Governors' sub-committee.
- Special consideration may be given in the event of the long term illness of a child of over three weeks. This should be discussed with the Club Leader.
- Parents/Carers may be required to remove their child temporarily or permanently if the conduct of the child is unacceptable and it appears to the Buttercup Club Leaders that the continued presence of the child is incompatible with the safety and interests of the Club.
- Ad hoc places may be accommodated subject to availability. Enquiries should be addressed to [buttercupclub@goldfield.herts.sch.uk](mailto:buttercupclub@goldfield.herts.sch.uk)
- Requests for changes to sessions required must be put in writing.
- A half-term's written notice is required if a child leaves the Club.
- Fees may be reviewed as deemed necessary.