

Out of School Terms and Conditions

The below Terms and Conditions relate to Discovery Nursery Breakfast Club and After School Club. Parents/carers who complete a registration form must sign the bottom of the registration form agreeing to these terms and conditions. By signing the registration form you agree that you have read and understood all terms and conditions and any queries should be cleared up before signing the registration form.

1. Registration forms must be completed in full before your child can be allocated a place. This includes accepting these terms and conditions.
2. Parents/carers must ensure all details on the registration form are accurate and up-to-date. Any changes must be made by email to Funmi@discoverynursery.org
3. Those on a club waiting list will be notified once a place becomes available and must notify Discovery if they no longer wish to remain on the club waiting list.
4. The Breakfast Club starts at 7.30am. Children must arrive before 8.05am if they wish to have breakfast. No breakfast will be served after this time.
5. An authorised adult must sign the attendee into The Breakfast Club on each morning they attend.
6. Afterschool club finishes at 6pm, parents can collect children any time before 6pm.
7. An authorised adult must sign the attendee out of the After School Club on each afternoon they attend.
8. Parents/carers agree to abide by the late collection policy. Parents/carers who collect their child after 6pm will incur a late collection charge of £1.00 per minute in line with the school's Extended Services Late Collection Policy. Parent/carers must complete a late collection agreement on collecting their child. Parents/carers agree to pay this charge before their child continues to attend any extended school services.

9. If your child is unable to attend a session, you must notify the Out of School Staff on 07887387755. Please Note: At time of booking you select specific days/dates which you would like your child to attend. If your child is unable to attend for any reason you will not be entitled to a refund unless you have provided at least 48 hours notice of absence.
10. Any child who has suffered from diarrhoea, sickness, high temperature/fever or conjunctivitis must be kept away from the club for a period of 24 hours after such condition has ceased.
11. Any child suffering from head lice must be kept away from the club until the hair has been fully treated and cleared. Should any child suffer from any of the above whilst at the club, the staff will contact and ask the parent/carer to come and collect the child as soon as possible.
12. Parents will be provided an invoice confirming their total booking period and amount due for the total period. Payment for clubs must be paid at least one week in advance of the term.
13. Child Care Vouchers are accepted. If you choose to pay with child care vouchers you must allow enough time for Discovery to be registered with the child care voucher provider. We cannot authorise any payments with child care vouchers until Discovery is registered with the provider and payment is collected from the provider. Please note: Registering with child care providers can take up to two weeks depending on the provider.
14. Discovery reserve the right to refuse any child entry into club if payment is not made including late collection charges and any other outstanding fees from other extended school services.
15. Once your child has been allocated a place you must give once months' term time notice (four weeks while the school is open) to cancel this agreement. Any session within this one month notice period will need to be paid in full.

16. Discovery's aim to provide a safe, stimulating and happy environment for all children. We reserve the right to exclude any child whose behaviour is unacceptable. This includes, but is not limited to, bullying, verbal abuse, physical violence, fighting, racial incidents, defiance, rudeness to others, dishonesty, disobedience and deliberate damage to property), or non-persistent incidents of particularly serious behaviour (for example which endangers children or staff).
17. Discovery reserves the right to:
- exclude a child or family from attending the club or to refuse to accept a registration;
 - close the club on the grounds of staff shortage, unavailability of facilities, or any other reason which in its reasonable opinion necessitates closure.
 - to change these terms and conditions at any time and will give written notice of such changes to parents / carers.

In such circumstances, reasonable notice will be given where possible.

We will endeavour to provide a high quality service to children and will seek feedback from parents/carers from time to time. If you have any concerns please speak to Funmi Sotinwa. If you are unable to resolve this issue please follow Discovery's formal complaint procedure.

At Discovery we frequently take photographs or make video recordings of the children. Sometimes this is for strictly educational purposes and on other occasions it may be for purposes ancillary to the running of the setting (e.g. taking photographs to use in our prospectus and on our Facebook page or websites). In order to comply with the Data Protection Act 1998, Discovery needs your consent before taking photographs or making video recordings of your child for purposes which are not part of its core activities. We would therefore be grateful if you could indicate your consent:

By ticking this box, I consent to recordings of my child being made as per the above. and understand that this authorisation will be valid



during and after my child's time at Discovery Nursery, until such time that you inform Discovery Nursery, in writing, that the authorisation is no longer valid.

Signature of Parent

Date