



**Be the best you can be!**

## **BUSH HILL PARK PRIMARY SCHOOL WRAPAROUND, BREAKFAST CLUB & AFTER SCHOOL CLUB**

### **TERMS AND CONDITIONS**

1. Access to Bush Hill Park Primary School's Wraparound, Afterschool and Breakfast Club is only accepted when a Booking Form and Agreement is completed, with the box checked that users have read, understood and agree to our service's Terms & Conditions, with fee payments for days required paid and received in advance. (Payment is due five working days in advance of the required date/s).
2. Our service works within the "Early Years Foundation stage" (EYFS) Framework.
3. If a Child leaves for 3 months or more, the service contract will be broken, and registration is required again.
4. All sessions MUST be paid no less than five working days in advance of the required date/s. A charge of £5.00 per day while fees remain outstanding will be added for late payment/s. This must be paid to guarantee your child's place again. (Payment is still required for any cancellations of booked sessions regardless of length of notification given or changes of sessions).
5. Cheque payments are NOT acceptable.
6. Payments should be made online using ParentPay.
7. Sessions will begin from the end of the school day, ending at 5.50pm sharp.
8. Full payment is still required for all cancellations of previously booked sessions, made on the booking form or any other means of booking provided.
9. Places are only guaranteed when all required paperwork and fees are received in full by Bush Hill Park Primary School. (As stated above, No. 1)
10. Four weeks' notice in writing, (stating your child's last date with us) is required to terminate your child's place or the fee charge will continue.
11. There is a specified discount for siblings from the same family.
12. Bush Hill Park Primary School accepts 'Tax-free Credits'.
13. Parents and Carers of children collected after the agreed time (of their booked session) will incur a late fee of £10.00, payable on arrival. A further £2.00 will be added for every 5 minutes thereafter. Outstanding amounts to be paid in full on the day, but NO later than 24 hours.
14. The No refunds statement – "all fees are still due if the school unexpectedly closes". This also applies to unforeseen situations such as adverse weather conditions or other circumstances beyond the school's control.

Main Avenue Bush Hill Park Enfield EN1 1DS Tel: 020 8366 0521 Twitter: @Bushhillschool Email: [office@bushhillpark.enfield.sch.uk](mailto:office@bushhillpark.enfield.sch.uk)  
Headteacher: Mrs Anna Theodosiou Deputy Headteacher: Mrs Anastasia Neocleous



We're working  
towards Artsmark  
Awarded by Arts  
Council England





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15. Parents / Guardians have a responsibility to keep the school informed of any changes relating to the child's/children's welfare, such as change of address, contact information, health, etc
16. If a person unknown to staff is collecting your child/children, prior arrangements must be made and confirmed with staff first. Children will not be released over to unauthorised persons.
17. No-one aged 16 years or under will be allowed to collect your child, unless a signed letter of permission is received. This includes children from Year 5 or 6 leaving the premises by themselves.
18. Bush Hill Park Primary School reserves the right to amend prices periodically for our services.
19. Bush Hill Park Primary School reserves the right to terminate places if parents do not abide by these Terms & Conditions or policies and procedures.
20. Notice will be given in advance for clauses 18 and 19.
21. Bush Hill Park Primary School will not tolerate any form of abuse towards staff, other parents and carers, visitors or governors or any partner organisations. Unacceptable behaviour will result with your place/s being withdrawn.

Parent/Carer Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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