

Green Lane Primary and Nursery School (GLPNS)
Extended Care provision - Terms and Conditions

These terms and conditions govern the basis on which GLPNS (we, us or our) agree to provide extended care services at GLPNS to you. In accepting a place for your child in our extended care provision (known as "the Green House"), you are agreeing to follow these terms and conditions and you understand that failure to follow these terms and conditions may result in the loss of your child's place in the Green House.

These terms and conditions form part of the agreement between GLPNS and parents, carers or legal guardians of children who have a place in the Green House. These terms and conditions cover term time extended care only and do not cover any care provided at the Green House during school holidays.

Services available at the Green House

Currently, the extended care we provide at the Green House is:

1. "Sunrise": before school on each weekday that school is open from 7.30am - start of school day (including breakfast); and
2. "Sunset": after school on each weekday that school is open from either:
 - end of school day - 4.30pm (not including tea); or
 - end of school day - 6.00pm (including tea)

Sunrise and Sunset sessions are available only to pupils of GLPNS.

Applications for regular Sunrise and Sunset sessions

1. Places must be applied for, and confirmed by us, half termly, termly, or yearly in advance.
2. Registration forms are on the GLPNS website and must be returned to the GLPNS office, the Green House or emailed, in each case marked for the attention of the Green House manager. This must be done at least 2 weeks before the end of the half term preceding the half term you wish the sessions to begin (for example, to apply for a place beginning in January, you must apply at least 2 weeks before the start of the Christmas holidays).
3. Places will be allocated on a first come/first served basis and exclusively at the discretion of the Headteacher. We will let you know as soon as possible following receipt of your application whether your application has been successful.
4. There is no guarantee that submission of a completed, signed registration form will secure the sessions for which you have applied. No place at Green House is confirmed until you have received written confirmation from GLPNS.
5. Applications will be considered for any combination and number of sessions per week but these sessions must follow the same weekly pattern for the whole of a half term (for example, it is not possible to have a rotating pattern of Monday and Wednesday one week and Tuesday and Thursday the next. Each week of a half term must be the same.)
6. Should you wish to change your current pattern of care, you must apply in the usual way as set out at paragraph 4 above. There is no guarantee that we will be able to change your pattern of care at the next half-term or term.

Applications for ad hoc sessions of Sunrise and Sunset

1. You may contact the Green House (in person or by telephone) to request ad hoc or emergency sessions but there are no guarantees that these will be available and we are under no obligation to provide these.

Fees and payment

2. Current fees for the Green House are as follows:
 - a) Sunrise: £6.00 per child per session
 - b) Sunset 1 (until 4.30): £7.00 per child per session
 - c) Sunset 2 (until 6:00): £13.00 per child per session
11. The fees listed above are for the academic year 2020/2021. We reserve the right to change the fees for any or all sessions at the start of each academic year.
12. There is no discount for multiple sessions.
13. There is no discount for siblings.
14. All sessions will be invoiced half termly in advance and must be paid by the dates stated on that invoice through parent pay, tax free childcare or with childcare vouchers.
15. Ad-hoc bookings must be paid for through Parent Pay at the time of booking.
16. There will be £1.00 per 5 minutes charge applied after 2 instances of late collection in a one month period. Where there is persistent late collection, we may decide to cancel your place at the Green House effective as at the beginning of the half term following that decision being made.
17. If your child is booked on the Sunset 2 session, no refund will be provided should you choose to collect your child before 4.30pm.

Attendance at and collection from the Green House

18. The Green House will not accept any child to any regular or ad hoc session if a completed, signed registration form has not been received. All registration forms must be signed by the pupil's parent, carer or legal guardian. In the event of an emergency session being booked on very short notice, we will accept an email confirmation.
19. Children attending the Green House are expected to adhere to the standards of behaviour expected during school hours. In the event of repeated misbehaviour, the Green House manager, together with the Headteacher, may at their discretion decide to cancel your place at the Green House effective as at the beginning of the half term following that decision being made or, in the event of serious incidents of misbehaviour, immediately.
20. Children may be collected from the Green House only by the designated person or persons listed on the registration form.
21. If you wish for someone else to collect your child, you must let the Green House manager know in advance either by emailing or calling the Green House mobile phone.
22. In the event that someone other than a designated or otherwise properly authorised person seeks to collect your child, we reserve the right to refuse such collection until we have made contact with a designated person.

23. We must have written permission, provided in advance, in order to allow a child to go home unaccompanied at the end of a Green House session. No child under the age of 9 will under any circumstances be permitted to leave the Green House premises unaccompanied.

Absence and cancellations

24. Please let us know as soon as possible if your child will be absent from their regular Green House session.
25. If you confirm that your child will not attend a particular session or sessions with less than 2 weeks' advance notice, you will be charged for your missed session or sessions.
26. If you confirm that your child will not attend a particular session or sessions with 2 weeks' notice or more, you may be charged for your place if we cannot otherwise fill the session through ad hoc requests. We will not however actively seek to fill the session or sessions and we are under no obligation to do so.
27. Notwithstanding paragraphs 25, 26 and 27 above, refunds may be made in exceptional circumstances only at the discretion of the Headteacher and on the provision of reasonable evidence of the reason for the absence (for the avoidance of doubt, no refunds will be provided for holidays taken during term time).
28. No refunds will be given if your child is absent due to holidays taken during term time, closure of the facilities due to an 'act of God' (e.g. pandemic, natural disaster, snow enforced closure) or absence due to pupil sickness.
29. In the event that you no longer require your Green House sessions which you have secured for a half term, term or the year, you must let us know at least 2 weeks before the end of the half term preceding the half term you wish the sessions to end. In this event, you will be required to pay for your sessions to the end of the half term in which you provide your notice. You will not be required to pay for any further sessions.

Sickness, accidents, first aid and emergencies

30. The policies which apply to GLPNS also apply to the Green House regarding sickness, accidents, first aid and emergencies.
31. If a child becomes ill during a session, we will make every reasonable attempt to contact the designated person or persons listed on that child's registration form. We may require early collection of the sick child.
32. In the case of a minor accident, basic first aid will be administered.
33. In the case of an accident requiring more than basic first aid, we will make every reasonable attempt to contact the designated person or persons on that child's registration form to discuss and ascertain the course of action to be taken.
34. **PLEASE NOTE** If the designated person or persons cannot be contacted within a reasonable time period, the person in charge will act in loco parentis. This means they will take all action, as he/she feels is necessary, to obtain medical attention. **IF YOU DO NOT WISH TO PROVIDE THIS PERMISSION, PLEASE LET THE GREEN HOUSE MANAGER KNOW IN WRITING.**
35. All accidents and emergencies will be included in the Accident/Incident book maintained by GLPNS.

36. We reserve the right to terminate a place in our extended provision if any of these terms are breached or for any other reason at the discretion of the Headteacher if we feel it is necessary to do so in the best interests of the children as a whole or of any staff member(s).

GLPNS can update these Terms and Conditions at our discretion and we will give you notice of doing this.

Green House Contact Details

Email: greenhouse@greenlane.org.uk

Mobile: 0792 848 5208

Child's Name: _____

Signed: _____

Date: _____