

**Green Lane Primary and Nursery School (GLPNS)**  
**Extended Care Holiday Club 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 any care provided at the Green House during school holidays.

**Services available at the Green House Holiday Club**

Currently, the extended care we provide at the Holiday Club is:

1. 8am-6pm (including breakfast, a fruit snack and a light tea) on the dates listed in the Green House leaflet and on the school website.
2. 9am-3pm (including a fruit snack) on the dates listed in the Green House leaflet and on the school website.

**Applications for Holiday Club sessions**

3. Places must be applied for, and confirmed by us by the dates listed on the website.
4. Booking 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 start of the Holiday Club.
5. Places will be allocated on a first come/first served basis and 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.
6. There is no guarantee that submission of a completed, signed booking form will secure the sessions for which you have applied. No place at Holiday Club is confirmed until you have received written confirmation from GLPNS.

**Fees and payment**

7. Current fees for the Holiday Club are as follows:

8am-6pm: £30 per session  
9am-3pm: £22 per session

8. 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.
9. There is no discount for multiple sessions.
10. There is no discount for siblings.

11. All sessions will be invoiced in advance and must be paid by the dates stated on that invoice through parent pay, tax free childcare or with childcare vouchers.
12. 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 Holiday Club effective as from the start of the next holiday following that decision being made.

### **Attendance at and collection from the Holiday Club**

13. The Green House will not accept any child to any holiday club 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 registration.
14. Children attending the Holiday Club 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 Holiday Club effective as at the beginning of the next Holiday Club following that decision being made or, in the event of serious incidents of misbehaviour, immediately.
15. Children may be collected from the Holiday Club only by the designated person or persons listed on the registration form.
16. 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.
17. 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.
18. We must have written permission, provided in advance, in order to allow a child to go home unaccompanied at the end of a Holiday Club session. No child under the age of 9 will under any circumstances be permitted to leave the Green House premises unaccompanied.

### **Trips**

19. During some weeks of Holiday Club there will be trips available to the children. These trips are optional (some trips will only be available to the older children) and some trips will incur an additional cost.
20. You will be informed of all trips via a letter or email.
21. If a trip requires a payment you will need to sign the letter given and ensure the money for the trip is given to the Green House manager before or on the day of the trip (cash in a named envelope). If the letter is not signed and payment is not received your child will not be able to attend the trip.
22. Permission for local trips is given by the school local trip permission Green Lane families have already signed. Any children who do not have this permission will be asked to sign Green Lane's local trip permission form before they attend the trip. If a child does not have permission for local trips they will not be able to attend.

### **Absence and cancellations**

23. Please let us know as soon as possible if your child will be absent from their holiday club session (you will still be charged for all sessions).

24. No refunds will be given for closure of the facilities due to an 'act of God' (e.g. pandemic, natural disaster, snow enforced closure) or absence due to pupil sickness.
25. 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.

### **Sickness, accidents, first aid and emergencies**

26. The policies which apply to GLPNS also apply to the Green House regarding sickness, accidents, first aid and emergencies.
27. 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.
28. In the case of a minor accident, basic first aid will be administered.
29. 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.
30. **PLEASE NOTE** the registration form includes permission for the person in charge of the relevant session to act in loco parentis. This means that if the designated person or persons cannot be contacted within a reasonable time period, the person in charge will take all action, as he/she feels is necessary, to obtain medical attention. **IF YOU DO NOT WISH TO PROVIDE THIS PERMISSION, PLEASE NOTE THIS ON YOUR REGISTRATION FORM.**
31. All accidents and emergencies will be included in the Accident/Incident book maintained by GLPNS.
32. 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](mailto:greenhouse@greenlane.org.uk)

Mobile: 0792 848 5208

Child's Name: \_\_\_\_\_

Signed: \_\_\_\_\_

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