



# The Crescent Primary School

Toynbee Road  
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Hampshire  
SO50 9DH

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**Headteacher:**

**Mr Mark Wartnaby**

**Deputy Headteacher:**

**Mrs Natalie Preston**

**Assistant Headteacher:**

**Mrs Simone Burrough**

## **Shooting Stars Breakfast and After School Club Terms and Conditions (Please retain this copy for your records)**

Please return a signed copy to school marked for the attention of Shooting Stars Breakfast and After School Club.

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 and carers must ensure all details on the Registration Form are accurate and up-to-date. Any changes must be made in writing to the Shooting Stars Breakfast and After School Club.
3. To access the clubs, parents and carers must use the entrance in the car park at the back of the school.
4. School office staff will not admit children through the front entrance.
5. The Breakfast Club starts at 7:30am. Children must arrive before 8:10am if they wish to have breakfast. No breakfast will be served after this time. School starts from 8:30am and children will be escorted to class.
6. An authorised adult must sign the child into Breakfast Club every morning.
7. After School Club starts at 3:25pm and children attending will be collected from class. After School Club finishes at 6:00pm. Parents can collect children any time before 6:00pm. Late charges will apply for children collected after 6:00pm (see late/non-collection of children agreement).
8. An authorised adult must sign the child out of the After-School Club every afternoon.
9. Parents and carers must wait outside the school building where your child will be dismissed to you.
10. Parents and carers agree to abide by the late collection policy. Parents and carers who collect their child after 6:00pm will incur a late collection charge of £1.00 per minute.
11. The Breakfast Club and After School Club will not run on days that the school is closed to pupils.
12. If your child is unable to attend a session, you must notify Shooting Stars via email [shootingstars@crescent.hants.sch.uk](mailto:shootingstars@crescent.hants.sch.uk). School reception can be contacted on 023 8061 2536 (during school hours only). At least 24 hours' notice must be given to avoid charges.
13. Payments are to be made in advance using our booking system Arbor.
14. Child Care Vouchers will be accepted. If you choose to pay with Child Care Vouchers, you must arrange to send confirmation to The Crescent Primary School. Upon receipt of the confirmation, you will be able to book sessions using these.
15. The school reserve the right to refuse any child entry into the club if payment is not made including late collection charges.

16. Shooting Stars Breakfast and After School Club is an extended provision that adopts the school's policies and procedures. These are available on the school website.
17. Shooting Stars Breakfast and After School Club aim to provide a safe, stimulating and happy environment for all children. The staff reserve the right to exclude any child whose behaviour is disruptive.
18. We will seek feedback from parents and carers where possible.
19. If you have any concerns, please speak to Shooting Stars Breakfast or After School Club team. The schools' formal complaint procedure applies.

I have read and understood the Shooting Stars Breakfast Club and After School Club Terms and Conditions.

Child Name: \_\_\_\_\_

Child School: \_\_\_\_\_ Class: \_\_\_\_\_

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

Print Name: \_\_\_\_\_

**Working Together – Learning for Life**

