



TWILIGHT OWLS

TERMS AND CONDITIONS

The below Terms and Conditions relate to the Twilight Owls at Yeadon Westfield Junior School Before 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.

Registration forms must be completed in full before your child can be allocated a place. This includes accepting these terms and conditions.

A non-refundable deposit must be paid before your child can be allocated a place. Please Note: This deposit must be paid through ParentPay. The total amount of the deposit is £10.00 per family.

Parents/carers must ensure all details on the registration form are accurate and up-to-date. Any changes must be made in writing to Mrs Debra Thornton, School Business Manager, contact email: d.thornton@yeadonwestfieldjuniorschool.co.uk.

To access the clubs, children should be dropped off and collected from the gate on Old Whackhouse Lane from 7.30am. From 8.30am please be mindful of the one-way system accessing the school site from the Old Whackhouse Lane gate in line with our current Covid Risk Assessments.

1. The Breakfast Club operates from 7.30am to 8.45am. The bell is rung on the playground at 8.50am. Twilight Owl staff will take the children from the breakfast club onto the playground and see them into school.
2. An authorised adult must sign the attendee into The Breakfast Club on each morning they attend.
3. Breakfast will be served until 8.30am.
4. Children will be able to play in the wider playground until 8.30am but will then return to the Whitby Room before the school gates are opened for the other pupils.
5. **Before School:** At 8.45 am children will be escorted by staff to wait on the playground for the bell to ring when they will enter with their group. In wet weather, they will be taken across the playground and seen into the school building. If pupils are to enter classrooms directly during the Covid19 procedures, they will be delivered to classrooms.
6. **After School Club** starts at 3.25pm and children will be collected from the quad by a Twilight Owl's member of staff and walked across to the Whitby room.
7. Twilight Owl's After School Club, will finish at 6.00pm, however, parents can collect any time up until this time. All authorised adults must sign the attendee out of the After-School Club on each afternoon they attend.
8. Healthy snacks will be served from 4.15pm until 5.00pm.

9. Parents/carers agree to abide by the late collection policy. Parents/carers who collect their child after 6.00pm will incur a late collection charge of £2.50 per 15 minutes in line with the school's Late Collection Policy. Parent/carers must complete a late collection agreement when collecting their child after 6.00pm.
10. The Breakfast Club and After School club will not run on days that the school is closed to pupils.
11. If your child is unable to attend a session, you must notify the Twilight Owl's staff on 07891278154. You must also notify the school office if their absence means they will be absent from school.
12. At the time of booking please select specific days/dates which you would like your child to attend.

All sessions booked remain chargeable unless 72 hours' notice of the cancellation is given. Sessions missed through illness are non-chargeable. There are no charges during school holidays.

13. Payment for clubs can be for the half term, weekly or monthly, using ParentPay. Payment must not fall into arrears. Parents payment options:
 - Child Care Vouchers: child care vouchers are accepted. If you choose to pay with child care vouchers you must allow enough time for Yeadon Westfield Junior School to be registered with the child care voucher provider which we are endeavouring to do as quickly as possible. We cannot authorise any payments with child care vouchers until the school 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.
 - Payment should be made please through ParentPay.
14. Outstanding payment: The Twilight staff reserve the right to refuse any child entry into the 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. The extended school services are additional care outside normal school hours run by Yeadon Westfield Junior School. The Twilight Owl's Club policies and procedures follow the school policies and procedures, Parents/Carers can read the additional extended schools policies and procedures on request at the school office.
17. Twilight Owl's staff aim to provide a safe, stimulating and happy environment for all children and reserve the right to exclude any child whose behaviour is disruptive, following the school's behaviour policy.

We will provide a high-quality service for your children and will seek feedback from parents/carers from time to time. If you have any concerns, please speak to the Twilight Owl's staff. If this is not resolved please contact Mrs Piotrowicz, Headteacher of Yeadon Westfield Junior School. If you are unable to resolve your issue, please follow the school's formal complaint procedure which can be found on the school's website.



I agree and have understood the terms and conditions of the Twilight Owl's Before and After School Club:

Name of Child (ren):

Parent Signature:

Date:

