TERMS AND CONDITIONS OF OUT OF SCHOOL CLUB

Booking

The sessions will run from 07.50 until the start of the school day and at the end of school until 17.30. **Children should not be brought before 07.50 and must be collected by 17.30**. If you are late, due to an emergency, please call school on 01900 829889. After 4pm, please select the option to speak with OOSC.

Sessions are reserved on a first come first served basis and advance notice helps us ensure we have sufficient staff to cover popular sessions. Some of our sessions are very busy and we may not be able to accommodate ad-hoc bookings without additional staff. We will always do our best to accept late bookings but we cannot guarantee this.

Booking forms are available from the OOSC staff and the school office and will be sent out each month via the email system. Alternatively, you can either telephone the school office on 01900 829889 or email: admin@bridekirkdovenby.cumbria.sch.uk and we will send you a form. The form for September 2025 is attached.

You can use this form to reserve the same childcare every month for the whole school year. By signing the declaration at the bottom of the form this will create a contract for the same sessions every month. Alternatively, you can book one month at a time.

Bookings must be received by 2.30pm for after school club that day or for breakfast club the next morning. If you have a late booking, please confirm this via telephone to ensure the request is actioned, followed by a confirmation email. This ensures there is sufficient time to inform staff and pupils.

When you receive notifications on the School Money system, please check your bookings agree with your requirements as this is your proof that the childcare has been confirmed. Please notify us asap of any discrepancies.

Payment

The fees are currently:

Breakfast Club	£3.70
After School Club	£7.40

Payments can be made online via our online payment system (EduSpot/School Money) or via childcare voucher payment schemes. We are registered with 'Computershare', 'Care-4', 'Edenred', 'fideliti' 'Sodexo' and 'Our Child Care' Voucher Schemes. Please speak to us if you have access to any other scheme.

Payments should be made no later than 30 days after sessions have been attended.

OOSC reserves the right to withdraw a place if payments fall into arrears.

Late Pick Up Fees

Depending on circumstances, we reserve the right to charge parents for the additional hours worked by our staff.
The charge will be £10 per family for every 15 minutes.
This amount is charged separately to standard charges for care and is payable within one week.

Due to the impact persistent late collections may have upon the personal commitments of our staff, should late collection become a regular habit we reserve the right to suspend the child's place within our OOSC.

Cancellations and Amendments

Any bookings made for the Out of School Club require 3 working days' notice of cancellation or amendment. Cancellation or amendment with less than 3 working days' notice will incur the full fee. Cancellations or amendments with more than 3 working days' notice or cancellations due to illness, will have the fee refunded as a credit against the next usage of the facility.

Safeguarding

For safe-guarding reasons, children MUST be signed in and out of the OOSC by a parent/carer.

Please note, when dropping off or collecting your child, younger siblings MUST be supervised at all times. This is not the responsibility of the OOSC staff.