



Hillside Pre-School
& Early Learning Group
Hillside Road
Verwood
Dorset
BH31 7HE
01202 820 679
www.hillsidepreschool.org
office@hillsidepreschool.org
URN: 144286

Hillside Breakfast Club and After School Club – Working Relationship.

Please keep this letter for your reference – by signing our Registration form, you are agreeing to these terms and conditions.

If you are booking your child in on a regular basis, we will invoice you monthly, at the start of the calendar month. We would kindly ask that payment is made promptly and is **received by the end of each month - to ensure your child's place. If payment is not received by the 4th day of the following month then the place will be suspended until payment has been received by us.** However, if you use the clubs occasionally we will require payment each time they attend.

Our fees are :- £5.50 per Breakfast Club session and £5.50 per hour at After School Club.

From January 2025 the fee will be rising to £6.00

Our Breakfast Club is open from 7.45am. We ask that parents do not park/drive into the staff car park in the mornings and do not drop off children before 7.45am. Parents should escort their child to the classroom door, where a member of staff will receive them.

At 8.35am your child will be escorted to their classroom by our staff.

Children who are attending our After School Club will be collected from their classroom at 3pm. If they are attending a club (art, football etc.) the staff will collect them when their activity is finished. The After School Club will still charge from 3pm until the time that parents/carers collect their child – irrespective of any time spent at a school club.

If you have booked a place for Breakfast or After School Club and your child is unable to attend (due to illness, absence etc.) you must advise us by telephone 01202 820679, leave an answer phone message, or email us at office@hillsidepreschool.org . **Please do not leave cancellation messages via the First school as they do not pass on messages to us.**

After School Club cancellations must be made by 10am on the day, or there will still be a charge for the session.

Both the Breakfast and After School clubs will always have at least two members of staff present – at least one of whom will be a qualified first aider. We will offer your child a nutritious breakfast which may include cereal, toast and fruit – with milk, water or fruit juice to drink. After School children will be offered similar food for their snack; with some additional choices and options. Both clubs will adhere to the same policies as Hillside Pre-School. We would draw your attention to our Safeguarding Children policy; all staff have a duty of care. **The Designated Safeguarding Lead (DSL) is Elaine Ford, and the Deputy DSL is Melanie Pitcher.** We have an Inclusion policy, welcoming all children and families to our setting. Additionally, we have a Behaviour Management policy and we would work with the family and child to address any behaviour issues. **However we reserve the right to cancel a booking if the issue could not be resolved.**

All of our policies and procedures are displayed in the entrance hall and our website

www.hillsidepreschool.org.

We advise parents to look at the website www.childcarechoices.gov.uk for information on the Government's tax free childcare scheme – which may help with Breakfast and After School fees.