



BASE Terms and Conditions – for parents

To attend BASE, Parent/Carers need to:

- **Pre-book** all places.
- Register their child's details. Bookings for BASE places cannot be accepted without a Registration Form being completed for each child and the parent agreeing to the behaviour and late collection policies.
- Parents must inform staff of any pupil with special dietary requirements including allergies. Each child's dietary needs will be discussed to ensure correct provision.
- Parents must always accompany their child/children when dropping-off/picking-up.
- Parents must be registered on the SCOPay system in order to make payment. Please speak to someone in the school office if you cannot login.
- Attendance is not a statutory requirement and no extra support can be provided by the school for individual pupils.
- Parents must guarantee their children's good behaviour. Parents will be informed if their child significantly misbehaves and may be removed from the register, and payment reimbursed if appropriate.
- Invoices/balance notifications will be sent at the end of the month, for the following month. Payment must be made within 14 days. Continual late payment may result in your child being removed from the BASE register. Payment can be made; via SCOPay, using childcare vouchers, or via the tax-free childcare system. Please ask for further details.
- Prices are reviewed annually.
- **Money is not refundable** for absence due to illness or other family commitments. Money is refundable however for reasons caused by the school/nursery e.g. school closure.
- Parents may reserve places every day of every week or for a specific combination e.g. every Monday or every Wednesday.
- Ad hoc booking will be accepted but only if there is a vacant place available. Please check in advance as we cannot guarantee a place on the day. 48 hours' notice must be given if a place is cancelled, otherwise the full session charge will be payable.
- Four weeks' notice of cancellation of a regular booking must be given, or you will be charged.
- No responsibility will be taken for children before 7.45am and they must be collected promptly at 5.45pm. Parents must alert BASE staff by phone if they are going to be late collecting their child.
- If the agreed finish time is 4:30pm but your child is collected late, you will automatically be charged until 5:45pm. If the agreed finish time is 5:45pm, but your child is collected late, you will be charged a late fee of £25 for every 10 minutes. Your BASE place may be removed after two late pick-ups.
- In the morning, breakfast will be served, in the afternoon a snack/tea is served (this is not a full dinner).
- BASE is subject to all the same regulations, processes and procedures as described in the school & nursery's Safeguarding policies and in all associated health and safety, employment, and child protection policies.
- BASE is also subject to all relevant Risk Assessments and has its own specific Risk Assessment.
- Parents must inform staff of a child's absence by phone or email.
- Places at BASE are guaranteed for children entering Year R, but bookings must be made by 1 June each year (to coincide with accepting a school place at St Peter's). After a booking is made, if you subsequently wish to cancel your place, you will need to give 4 weeks' notice, or you will be charged.



St Peter's C of E (Aided) Primary School

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☎: 01252 714115 Fax: 01252 721215

✉: info@stpeters-farnham.surrey.sch.uk

www.stpeters-farnham.surrey.sch.uk



BASE Price List – for parents

Prices are valid for the period: 1 September 2020 to 31 August 2022

As you know we are very fortunate to have the excellent BASE facilities on site. It is extremely popular, and the children always say how much they enjoy it. If you choose to use the facility, the cost per session will be:

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| Breakfast Club from 7:45am (includes breakfast) | £5.00 per child £5.50 from Sept 2021 |
| After School – Session to 4:30pm (includes snack) | £7.00 per child £7.50 from Sept 2021 |
| After School – Extended Session to 5:45pm (includes snack) | £14.00 per child £15.00 from Sept 2021 |
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| Late collection fee <i>(if picking up after your agreed finish time 4:30pm)</i> | £7.00 per child £7.50 from Sept 2021 |
| Late collection fee <i>(if picking up after your agreed finish time 5:45pm)</i> | £25 for every 10 minutes |

(Note: Afternoon sessions start at 3pm for children attending Green Shoots Nursery)

A sibling discount of 10% will apply for second and subsequent children when they attend the same session.

A staff discount of 20% will apply for children of any member of staff.

Unfortunately, BASE are unable to accept your child's Early Years funding for 3- & 4-year olds to pay for BASE sessions.

We always aim to keep our prices competitive and our prices ensure we cover the costs of equipment, facilities and staffing.

Contact Details

Email base@stpeters-farnham.surrey.sch.uk

Phone Mobile 07523 638 083

School Office 01252 714115

Out of School Alliance

The one-stop shop for out of school clubs