



Windmill Primary School Before School Club Terms and Conditions



1. **All bookings must be made in advance and all termly fees must be paid in advance at the time of completing the booking form.** We do not send out invoices. Payment needs to be made via the School Gateway App. Search for "School Gateway" in your app store and download. Your login details will be automatically generated using the contact information Windmill Primary School already has, so please make sure the details we hold for you are up to date.
2. A completed registration form, medical and dietary form must be submitted before a child can be accepted into the club, these are on the school website.
3. Parents / Carers must ensure Before School Club staff are notified in writing of any changes to the registration form as soon as they occur (in particular emergency contact numbers or any allergy information).
4. Unfortunately, fees cannot be refunded if your child is unable to attend a booked and paid for session.
5. The Before School Club is located in the school Gym. Entry is down the pathway next to the church and bicycle rack. Please do not take your children via the School Office.
6. Children must be accompanied when dropped off at the before school club from 07.30am. **Children must not turn up at the club unaccompanied.**
7. Your child can bring their own breakfast to be consumed on site, but there will not be any breakfast provided. Please ensure any food brought to Before School is nut-free and seed-free.
8. After 08.30am, when the school playground is supervised, the Before School Club children will be escorted to the playground to wait for the start of the school day.
9. The Before School Club reserves the right to exclude any children whose behaviour is disruptive and prevents them from providing a safe, stimulating and happy environment for other children.
10. The Before School Club will follow the Safeguarding procedures of the school reporting any information we feel necessary to the appropriate person.

Updated: June 2024