Samarès Breakfast and After School Club

Terms and Conditions

September 2026

Samarès School is pleased to offer our pupils access to Breakfast and After School Clubs. Our provision is registered with the Government of Jersey Child and Early Years Service (CEYS).

Aims

We aim to provide a quality Breakfast and After School service which meets the needs of both parents/carers and children.

For parents and carers, this means knowing that your child is safe and happy in a breakfast and/or after school club that is reliable and offers a consistent service. For our children, this means an environment that is safe and secure, supportive and encouraging, a place to be with friends and make new ones, try out new activities, to relax, have fun and enjoy.

Parents/carers are expected to give their support and encouragement to the aim of Samarès Breakfast and After School Club and to uphold and promote its good name. Samarès After School Club will ensure that appropriate standards of behaviour, discipline and hygiene are maintained.

Welfare of the Child - Parental/Carer Authority

The Parents/Carers authorise Samarès After School Club to take all necessary action to safeguard and promote the welfare of the child.

Parents/Carers consent to the use of such physical contact with children as may be lawful, appropriate, and proper to provide comfort to a child in distress or to maintain safety and good order.

Parents/Carers consent to emergency medical treatment, including surgery and/or general anaesthetic, if certified necessary by a doctor and if Parents/Carers cannot be contacted on the emergency numbers provided in time.

Application and Entry to Samarès Breakfast and After School Clubs

Places for Breakfast and After School Club are both popular and limited. In the event of over-subscription for the club(s), priority will be given to siblings of those pupils already attending Breakfast and/or After School Club.

To apply and register for a place, Parents/Carers will be asked to complete and return an application form and agreement to the terms and conditions, which will be reviewed regularly and may be amended from time to time. Places may be requested on either a regular or ad hoc basis, although Ad-hoc places will be subject to there being spaces available. Completion of a registration application form does not guarantee a space and there may be waiting lists in operation.

When considering bookings, any additional needs that a child/children may have (including, but not limited to, any learning, sensory needs, autism, ADHD, physical needs etc) will need to be considered in relation to our staffing levels, as these may be limited, and we may be unable to provide the appropriate support.

For regular sessions: following successful registration the parent/carer will be notified by email if they have been successful in obtaining a place at the Samarès Primary School Breakfast and After School Club and the date that this will commence and the amount due for payment before the sessions commence.

For ad hoc Sessions, following successful registration and session pre-payment, the parent/carer will be notified that they have been registered with our service and bookings for sessions may be made. Bookings can be made by email or by calling the school on 735415. These are for single sessions only and the booking will be confirmed as soon as possible after the request and will depend on their being spaces available within our registration.

Subject to availability, sessions may be extended by request.

Breakfast and After School Session Details
The Breakfast Club is open from 7.30am until the start of the school day. Children should arrive by 8.00am to enable breakfast to be served and cleared away before the start of the school day.

After School Club is open from 3.00pm to 5.15pm and sessions are available from 3.00pm to 4.15pm or 3.00pm to 5.15pm.

Both clubs are held on school premises and access is through the side door at the right-hand side of school near the Nursery entrance.

There will be **no** sessions during school holidays, on inset days or other days that the school may be closed.

Charges
It is important to note that the Breakfast and After School Clubs are run on a non-profit making basis and it is essential that invoices are paid promptly upon receipt or with a payment plan agreed with the Business Manager.

Breakfast Club is charged at the rate of £6 per session per child. This includes 1 hour childcare and a healthy breakfast.

After School Club is charged at the rate of £11 per full session (3.00pm to 5.15pm) or £6 for a short session (3.00pm to 4.15pm). This includes childcare and a healthy snack.

Discounts are available for siblings at ASC at £1.50 for the short session and £2 for the full session per additional sibling committed to the full term.

Late collection charges will be applied if parents/carers do not collect their children promptly.

These are currently:

£5 per child for the first 15 minutes
£5 per child for each 15 minutes thereafter.

Payments

Fees are the responsibility of the person who signed the Terms and Conditions form or who has parental responsibility for the child and are payable half termly in advance at the time of booking.

Invoices for regular sessions will be sent out at the beginning of each half term. These are payable on receipt, ideally by bank transfer. If no payment is received the school reserves the right to cancel a child's place. Please ensure to settle payment of invoice by due date.

If you experience any financial difficulties in making a payment by the due date, please immediately contact the School Business Manager and a settlement / instalment plan will be arranged.

Parent/Carers that choose to use the club on an ad-hoc basis only must ensure that their account is in credit before booking sessions.

If Parents/Carers have booked and had ad hoc sessions confirmed, but they then choose not to send their child, a charge for that session will still be made.

No refund will be given for sessions only part attended.

No refund will be given if the child is absent (absence includes authorised holiday during term time), sickness, or if school is closed due to unforeseen circumstances, e.g., snow.

Fees will not be charged if a pupil is unable to attend After School Club because of a residential trip organised by Samarès Primary School.

Change or amend requests for sessions booked

If parents/carers need to change previously booked sessions, they should contact the Business Manager by email (a.soulsby@Samares.sch.je).

Termination/Expiry of the Contract
Four week's written notice must be given to cancel a child's place at either Breakfast or After School Club. If there is a wait list, it may be possible to shorten this period.

A child will automatically leave Samarès After School Club when he/she leaves Samarès Primary School.

Removal
Parents/Carers may be required to remove a child temporarily or permanently if the conduct of the child is unacceptable. In these circumstances, there would be no refund of fees.

Registers
Registers are taken at both breakfast and After School Clubs.

If your child is absent from school, please notify school in the normal way and advise that they will also not be attending Breakfast or After School Club.

Collecting Children
It is the responsibility of the Parents/carers to provide us with clear instructions of whom is authorised to collect your child or if the child is allowed to walk home at the end of the session. Please complete the booking form accordingly. Children will not be released to unknown individuals without specific parental authority and appropriate identity checks.

After School Club finishes promptly at 5.15pm for both children and supervisors.

Please ensure that all arrangements are in place for children to be collected on time. Late collection charges will be applied if parents/carers do not collect their children promptly and persistent lateness of picking up a child will result in the After School place being withdrawn.

Safeguarding
Breakfast and After School Club staff will be informed of any sensitive matters concerning the child on a "need to know" basis.

Parents/carers agree to inform the Business Manager or via the School of any information necessary to safeguard or promote their child's welfare or avert the risk of harm to their child or other person.

Behaviour Policy
Samares School Behaviour Policy is based on a whole school approach to positive reinforcement and modelling of good behaviour. Children are expected to show a good standard of courtesy and behaviour. If there are concerns with behaviour, then parents will

be contacted. Ultimately, exclusion from Breakfast and After School Clubs will be the final sanction when all possible strategies have failed.

Food and Allergies
Food is served to Children booked into Samares School Breakfast Club and After School Club. Typically, this includes toast, cereal, yoghurts, and fruit.

Samares School request allergy concerns from parents/carers prior to taking the booking and all dietary requirements are documented for all Breakfast Club and After School Club staff to access when required.

All dietary requirements are catered for and taken into consideration when preparing food and providing options for the children to choose from.

Accidents and First Aid:
All accidents, that staff are made aware of, are documented in an accident book, and reported to Parents/Carers where required. If first aid is administered, the treatment is given in line with the School's First Aid Policy.

Fire and Evacuation Procedures
Children should follow instructions provided by the Breakfast and After School Club Supervisors, exit the classroom and follow the same procedures as those adopted in school.

General Conditions and Information

Terms and Conditions: of the Breakfast and After School Clubs are reviewed regularly by the School Business Manager, including fees and discounts, and may be amended from time to time under advice to parents/carers.

Data Protection: please refer to our privacy policy, which is available on our website or in hard copy form the school upon request.

Insurances: Samarès Breakfast and After School Club undertakes to maintain those insurances which are prescribed by law. Samarès After School Club is covered by the school's insurance.

Severe weather: In the event of Samarès Breakfast and After School Clubs closure due to severe weather parents/carers will be informed via the school website and via the email system. A refund of session fees would not be made under these circumstances.

Loss of property: Samarès Breakfast and After School Club will not be liable for loss of property brought onto the premises by Parent/Carer or child.

Equal Treatment: Samarès Breakfast and After School Club welcomes staff and children from many different ethnic groups and backgrounds. Similarities and differences are valued and respected and all children are treated equally.

Samarès After School Club will comply with the Special Educational Needs and the Jersey Disability Law and will do all that is reasonably practicable to accommodate the needs of children with disabilities.

Staffing and Supervision The children are always adequately supervised, with Samares school staff who are all appropriately background checked. Staff members on duty will hold current First Aid, Safeguarding, Food Hygiene and Allergy awareness qualifications.

Complaints: We work hard to ensure that our Breakfast and After School Clubs deliver a quality experience for our children. Whilst we hope that things will run smoothly, there may be times when our service falls short, and you need to share a problem with to us. We make every effort to be approachable and welcome your feedback which we will try to resolve quickly, efficiently and informally.

Should you however feel the need to escalate the matter formally, then please contact the School Business Manager in the first instance.

Policy documents

Samares Breakfast and After School Clubs will follow those relevant policies of Samares School, many of which are available on our website, or a paper copy is available upon request. The main ones include:

- Safeguarding Policy
- Positive Behaviour Policy
- Counter Bullying Policy
- Food Preparation and Hygiene Policy
- Food Allergy Policy
- Administration of Medicine Policy
- First Aid Policy
- Intimate Care Policy