



MEERKATZ: BREAKFAST AND AFTER SCHOOL CARE PROVISION
TERMS & CONDITIONS (updated June 2023)

The Breakfast Session aims to provide breakfast for our children in a welcoming safe and relaxing environment. There will be a loose structure giving the children choice over how they spend their time – planned activities, reading, playing. Breakfast will be a choice of – cereal, toast or similar and juice. Sometimes the breakfast will be themed i.e. Pancake Day, Christmas, Easter etc.

The After School Session aims to provide children with a welcoming, safe and relaxing environment. They are able to choose how they wish to spend their time. The loose structure will enable children to take part in planned activities, play board games, read, do home learning etc. Weather permitting some activities will be planned for outside. A light snack will be provided.

Opening Hours – school days only

Breakfast Session 7.45 – 8.40 am
After School Session 3.15 – 5.45 pm

Direct Contact

01249 713125 Ext 3 (during session times only)
E-mail: meerkatz@st-patricks.wilts.sch.uk

Session Fees

Breakfast Session 7.45 – 8.40 am (including breakfast) £4.50 *Please note breakfast will only be served until 8.00 am. If arriving after 8am but before 8.15 your child be offered a piece of fruit only*

8.15-8.40 am (no breakfast) £2

After School Session 3.15 – 5.45 pm £11

IMPORTANT NOTICE: Late pick up after the session closing time (5.45 pm) will incur an additional charge of £5 every 5 minutes or every part of 5 mins. Example 9 mins late will incur a £10 charge. Parents/Carers should ensure they are available to pick up their child/ren at this time, considering heavy traffic, busy periods, etc. Staff have commitments beyond 5:45pm so it is imperative that you arrive on time please. On the rare occasion you may be late, please call Meerkatz to minimise any worry your child/ren may have. Unfortunately, if parents are continually late, the club may no longer be able to offer you afterschool provision.

Bookings

Each new academic year you must reapply and fill out the necessary paper work. All bookings must be made and paid in advance. To maintain consistency, we must ask you to commit to the same sessions every week. Unfortunately, it will not be possible to change the sessions your child/ren attend from week to week. Booking and contact/medical forms are available from the school website. Places are limited, and priority will be given first to bookings for a full week care (full breakfast and afterschool), then 4 full days, 3 full days, etc (important: an initial 2 terms commitment without any amendments is required for the start of each new academic school year or when you apply for a new booking throughout the academic school year).

Once you have submitted your Meerkatz booking and contact/medical form, you will receive further communication via email to confirm your child/ren place. If your chosen days are not available, we will let you know alternate availability, or you can choose to be placed on a waiting list. Unfortunately, we cannot guarantee that we will be able to accommodate your request as Meerkatz places are limited.





Amendments to your existing booking contract can only be done after completion of the initial 2 full terms commitment and only if there is space available. 4 term time weeks' notice (notice period does NOT include school holiday period or day of notice) in writing must be given to make any changes. (Again, please note an initial 2 term commitment of booking and 4 weeks' notice must be given, before bookings can be cancelled)

Cancellation

Parents must complete the initial 2 terms commitment and give a minimum of 4 term time weeks' notice (notice period does NOT include school holiday period and also does NOT include the day of notification of cancellation) in writing to cancel your child/ren place. Cancellations **must** be made in writing via email on meerkatz@st-patricks.wilts.sch.uk, as we do not accept verbal cancellations. Please note we do not give credit if a session is not attended for any reason.

Payment Terms

- Payments must be made in advance and in full by the date stated on your monthly invoice.
- Payment will be made via ParentMail or childcare vouchers (if using childcare vouchers please email Meerkatz to confirm your Bacs payment date each month).
- If you are using part voucher payment and part via ParentMail payment methods, please inform us in advance via Meerkatz email.
- If payments are not paid on time (dates on your monthly invoice) your child/ren place maybe withdrawn and any future bookings cancelled. Please note that a £5 admin fee will be applied to your bill each time your account is overdue.

***If you have any payment issues, please contact Meerkatz via email as soon as possible. ***

General Information

- Contact / Medical form must be completed for each child who is going to attend Meerkatz. Please ensure you send this in with your initial booking form. Any changes to the contact/medical information must be made in writing as soon as possible.
- Staff will sign children out, and children will only be given to an authorised person who is over the age of 16.
- Late pickups – will incur a cost of £5 for every 5 mins or every part 5 mins to be paid within 5 days. If parents are continually late, the club may no longer be able to offer after school provision for their child/ren.
- Medicine – All medicine must be accompanied by a completed medicine authorisation form. Please ensure medicine is clearly labelled with name and dosage instructions, along with a medicine spoon if required.
- Children who are ill cannot attend the Before or After School Care Sessions. In line with school policy parents will be contacted to collect their child. We regret that no refund or credit can be given.
- Meerkatz adhere to all policies set by the school.
- Any discipline issues will be brought to the attention of the parent/carer by the Play Leader and may be referred to the Head of School.
- Concerns – should there be cause to raise a concern about the care session, parents should speak to the Meerkatz Manager in the first instance before referring to the Head of School. If the matter is not resolved, parents can follow the school's complaints procedure available from the Meerkatz section of the school website.
- School closure / emergency closure – Before and/or After School Care Session will not run and parents will not be charged.

