



# Bug Club

**(Breakfast Club and After School Club)**



## Terms and Conditions

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# Aims and Objectives

- To provide high quality childcare in a safe, secure and caring environment.
- To work in partnership with parents.
- To provide suitably qualified and experienced staff.
- To make our Clubs an enjoyable place to be.

## What you can expect from us:

- An inclusive environment.
- A wide range of stimulating activities and opportunities for rest and relaxation.
- Children's feelings and preferences will be respected.
- Good communication with parents and carers.
- A clear behaviour code which challenges anti-social behaviour.
- A clear procedure for dealing with concerns.

## What we will expect from you:

- Your child must be registered with Bug Club.
- The terms and conditions of bookings are adhered to.
- Timely communication to inform Bug Club of relevant changes to your circumstances.
- Clear information about your child's welfare and needs.
- Fee payments are kept up to date.

# Equal Opportunities

We are committed to provide activities and play opportunities for all children, regardless of race, religion, gender, culture, or ability. Any prejudice shown towards children, staff or visitors to Bug Club will be challenged. We work in a positive way to encourage children to participate, take a pride in themselves, and respect each other and the environment.

# Access

Access to Bug Club is through the wooden gate in the far left corner of the staff car park as you approach. **Please follow the pedestrian footpath next to the drive and around the edge of the car park until you reach the gate.**

**Please DO NOT walk directly across the staff car park area**, as staff and visitors may be entering and/or exiting the car park area. **Please DO NOT park in the staff car park.**

# Hours

## Breakfast Club

Bug Club is open from 7:45am – 8:45am, Monday to Friday, term time only.

Please note that the club will not be available on Training Days or if the school has to close for adverse weather conditions or any other emergency.

Parent/carer is required to complete a registration form for their child/ren to attend Bug Club sessions.

Children in Pre-School and Reception will be escorted to their classroom and handed over to a member of staff, children in Years 1 and 2 will make their own way to their classroom.

Morning registration takes place in Bug Club at the start of each breakfast session. It is the responsibility of each parent/carer to inform Bug Club when their child is attending by completing the necessary registration form.

## After School Club

Bug Club is open from 3:15pm – 6:00pm, Monday to Friday, term time only.

Please note that the club will not be available on school inset days or if the school has to close for adverse weather conditions or any other emergency.

Each Parent/carer is required to complete a registration form for their child/ren to attend Bug Club sessions.

Children in Pre-School and Reception will be collected from their classrooms; Year 1 and Year 2 will make their own way from their classrooms.

Afternoon registration takes place in Bug Club at the start of each afternoon session. It is the responsibility of parents to inform the club when their child is attending by completing the necessary registration form.

Each Parent/Carer must collect their child from the Bug Club by their registered hours and they will be signed out by a member of staff.

**Additional time will be invoiced and failure to collect your child by 6:00pm will incur a late fine as outlined in the Late Collection section.**

## **Ad hoc Service**

An ad hoc service is provided by Bug Club, **spaces permitting**, with no registration fee. An ad hoc registration form must be completed for the first session.

Please note: session fees charged for ad hoc sessions are different to those charged for contracted sessions.

## **Holiday Club**

Wherever possible a holiday activity club will be provided to support parents, carers and families and is administered separately through an independent provider.

## **Fees**

Our pricing is reviewed regularly to ensure our Bug Club provision remains sustainable whilst maintaining maximum flexibility for parents. Parents/Carers will be given a minimum of 6 weeks notice of price increases.

**Please note:** if you have booked a space in Bug Club and you then decide to book your child onto an after school club or event (whether that be sport, music, etc), you will be charged for the whole Bug Club session as normal.

## **Contracted Sessions**

Registration Fee: £15 per child, per new contracted session(s) registration form.

**Parents/Carers who fail to collect their child by 6:00pm will be charged as outlined in the Late Collection section.**

## **Breakfast Club**

A choice of breakfast options and drinks will be provided.

**Cost: £5.90 per session**

## **After school Club**

Drinks and various snacks will be provided.

**Cost:**

<b>Until</b>	<b>Cost</b>
4:30pm	£5.90
5:00pm	£8.85
5:30pm	£11.80
6:00pm	£14.75

## **Ad hoc Sessions**

No registration fee

**Parents/Carers who fail to collect their child by 6:00pm will be charged as outlined in the Late Collection section.**

**Cost:**

Per hour (first hour only): **£8.90 per child**

Per half an hour thereafter: **£4.45 per child**

## **Bookings**

### **Registration Form**

There are two types of registration form, which are:

- Contracted Sessions Registration Form; and
- Ad hoc Sessions Registration Form

**The relevant form must be completed before your child starts attending Bug Club.** It contains all the required information for each child including contact details, emergency contacts and any special welfare needs for your child. This information is confidential.

Parents/carers are asked to update their registration form whenever there is a change of circumstances including telephone number(s), address.

## Registration and Bookings

The relevant registration form must be completed for Bug Club before any booking(s) can be made.

Bookings are taken on a first come, first served basis with priority given to siblings.

Bookings are accepted for regular sessions or on an ad hoc basis. Ad hoc bookings can be made through the office, subject to availability and fees paid on the day through School Gateway.

Contracted session(s) will be booked and invoiced half-termly. They can be paid for either online through School Gateway, by childcare voucher or by bank transfer within 30 days. If payment is not received the parent/carer will be informed and Bug Club will retain the right to withdraw or suspend the place until the matter has been resolved.

If a parent/carer is experiencing difficulty with payment of their fees, they should contact a member of the leadership team as soon as possible to discuss their situation.

In the unlikely event that there is debt against the school, the space will be withdrawn until all fees have been paid. The space may be reinstated once all outstanding debts have been cleared, in agreement with a member of the leadership team, and subject to availability.

## Illness/Absence

If your child will be absent from attending their booked Bug Club session(s) (either Breakfast Club and/or After School Club) please adhere to the following:

- inform Bug Club by 12:00pm midday if your child will not be attending an afternoon session;
- inform Bug Club by 7:30am if your child will not be attending a breakfast session;
- keep your child away from Bug Club for a period of 48 hours after a contagious illness, sickness or diarrhoea

## Cancellations

Any cancellations for confirmed sessions will be charged. It remains the parents'/carers' responsibility to inform Bug Club if their child will not be attending a session or sessions and the reason for their absence.

## Notice

Notice to cancel session(s) needs **4 weeks term time notice** to be given. This will need to be in writing either **by letter or email to the [School Office](#)**.

## **Late collection**

### **Collected late from 3.15pm (end of school day)**

We appreciate that things can happen that may delay you collecting your child/children from school at 3:15pm. In these circumstances, your child will be taken to Bug Club once the teacher has finished sending all pupils home. A charge of £10 will be made for every 15 minutes (or part thereof) beyond the official end time of the school day, that being from 3:15pm onwards.

### **Collected late after agreed session end time**

If a child is picked up late, a charge of £10 will be made for every 15 minutes (or part thereof) beyond the official session end time, that being either 4:30pm, 5:00pm, 5:30pm or 6:00pm.

### **Collected after 6:00pm**

If a child remains at Bug Club after the session ends at 6:00pm and has not been collected, staff will first attempt to contact parents/carers by telephone. If there is no response, the additional emergency contacts provided will be called. Should it not be possible to reach any contacts within approximately 30 minutes, staff may be required to contact the Police and/or Children's Services.

Bug Club staff are unable to provide childcare beyond a reasonable period after 6:00pm. In exceptional circumstances, where all reasonable attempts to contact parents/carers and emergency contacts have been unsuccessful, safeguarding procedures will be implemented.

**Parents/carers who fail to collect their child by 6:00pm will be charged an additional £10 for every 15 minutes late (or part thereof) after 6:00pm.**

## **Snacks**

There will be time for children to eat a healthy snack, which will be provided by Bug Club, during the after school session, depending on when the child is booked until. We aim to offer items such as cereal, crackers, toast, raw vegetables and/or fruit, depending on what is available on a day by day basis.

Fresh drinking water is available to the children at all times.

**No fizzy drinks, glass bottles or snacks containing nuts should be sent in.**

## **Activities**

A range of activities is planned each session for the children in Bug Club. These may include role-play, creative, reading, learning & discovery, outdoor activities, free-play, toys, games and jigsaws.

The ages of children is considered when planning activities to ensure they are appropriate.

# Behaviour Guidelines

Children have the right to:

- a safe and caring environment

Children have the responsibility for:

- Caring for equipment and the club environment
- Not harming others by word or deed

Staff have the responsibility for:

- Setting clear expectations and boundaries for acceptable behaviour
- Encouraging positive behaviour with praise
- Dealing with unacceptable behaviour in a fair and consistent manner
- Informing parents of behaviour concerns

Parents/carers have the responsibility for:

- Encouraging the positive behaviour of their child
- Working in partnership with the club to resolve behaviour concerns

## Club rules

- Treat others as we want to be treated ourselves
- Be polite to others
- Follow the instruction of adults
- Take care of equipment and our environment

Younger children will be encouraged to 'Share, care and always play fair'.

Where a child has identified additional needs (including SEND, medical or emotional needs), behaviour will be understood in context and managed through reasonable adjustments, in partnership with parents/carers and, where appropriate, school staff.

## Incidents

The Bug Club Leader will deal with any behaviour incidents that take place at Bug Club. In most cases the consequences will be:

- Time out from an activity
- Discussion with an adult

In cases of more serious misconduct or where poor behaviour is repeatedly occurring, a written record will be kept, signed and dated and the Bug Club Leader will speak to the child's parent/carer.

In the event of repeatedly unacceptable behaviour or in extreme circumstances the Headteacher will be informed. Abbots Farm Infant School retains the right to exclude a child from Bug Club.

## **Health and Safety**

Bug Club operates under the Local Authority Health and Safety guidelines. A Health and Safety check will be carried out daily for fire safety, emergency exits, first aid equipment, windows, doors and floors etc. Any concerns or problems are reported to the relevant member of staff.

Guidelines:

- The ratio of staff to children will not exceed 1:8
- All staff are DBS/ police checked and all references followed up
- At least one member of staff each session is First Aid trained
- The clubs are inspected by Ofsted as part of the school inspection process
- Fire drills are practised termly and recorded
- Children are appropriately supervised

### **First Aid**

At least one member of staff per session will be First Aid trained.

### **Accidents**

An accident form will be filled out for all accidents that occur at Bug Club.

You will be notified when you collect your child if any minor injury has occurred e.g. bruise or scrape.

If the injury is serious and/or requires further medical attention, the parent/carer will be contacted immediately.

If a child needs hospital treatment a member of staff will accompany the child and wait at the hospital until the parent/carer arrives.

### **Medication**

A Medication Form must be completed for any child who requires medication during Bug Club sessions. Medication cannot be given without written parental permission. Bug Club staff are not

permitted to administer medication. Children must be able to administer their own medication independently, with support from a Play Worker where appropriate. Support may include supervision or verbal prompting only and does not include administering medication.

## Safeguarding

Bug Club operates in line with the school's Safeguarding and Child Protection Policy.

Play workers have a duty by law to take action if they suspect that a child may be subject to abuse. Concern is first and foremost for the welfare of the child.

Play workers' responsibilities do not include investigating the suspected abuse and any concerns will be reported to the appropriate safeguarding authorities.

## Data Protection and Confidentiality

All personal information collected for the purposes of providing wraparound care, including registration details, medical information, and contact data, is handled with care and confidentiality. All personal data is **stored securely and processed in line with the school's Data Protection and GDPR Policy**.

Information is only shared with staff and relevant professionals where necessary to support a child's safety, welfare, and care, or where required by law. Parents/carers may request access to their child's information in accordance with data protection legislation.

## Terms and Conditions

- I understand that the Play workers will take all reasonable care of my child
- I have read, understood and agree to abide by the policies and procedures of Bug Club
- I agree to abide by and support decisions made by Bug Club Staff regarding persistent bad behaviour
- I will arrange for my child to be collected from Bug Club at the agreed time (and by 6:00pm at the latest). I agree to pay a fine of £10 per every 15 minutes (or part thereof) late after the session time
- I will inform Bug Club by 7:30am if my child will not be attending a breakfast session
- I will inform Bug Club by 12:00pm midday if my child will not be attending an afternoon session
- I will notify Bug Club if someone, other than those specified on the registration form, is collecting my child

- I will agree to keep my child away from Bug Club for a period of 48 hours after a contagious illness, sickness or diarrhoea
- I agree to pay for all contracted session(s) that have been pre-booked, whether my child attends the session(s) or not. Absence includes voluntary absence, infection control absence or absence advised by UK Health Security Agency (UKHSA) and/or Central or Local Government
- I understand that if fees are not paid by the due date, Bug Club has the right to refuse admission
- I agree to give 4 weeks term time notice if I wish to withdraw my child from any or all Bug Club sessions
- I agree to give 4 weeks term time notice if I wish to decrease/increase and/or change any session day(s), session times (spaces permitting)
- I understand that, whilst under supervision of Bug Club staff, my child will not be able to leave the premises unless the staff have organised an activity for which you will have received prior notice
- I understand that if I park in the staff car park and have no authorised reason for doing so, then I am at risk of having the service withdrawn by the Headteacher.