

**VICTORIA PARK JUNIOR SCHOOL  
JUNIOR HUB BREAKFAST & AFTER SCHOOL CLUB  
CONTRACT 2023-2024**

This contract outlines the rules and regulations for attending the Junior Hub Breakfast & After School Club run by Victoria Park Junior School for pupils attending Victoria Park Junior School. This contract will be renewed every academic year, in September, to ensure all parties are aware of their obligations including the information regarding payments and attendance notification. The school's policies, rules and regulations will apply whilst your child is attending the Junior Hub. Please retain this page for your records and sign & return the attached reply slip.

**Sessions**

The Junior Hub offers the following sessions:

Breakfast Club – Full session from 7.30am until 8.30am – £5.00  
(Latest arrival 8.15am to ensure a breakfast can be provided.)

After School Club – Mini session after school until 4.30pm – £5.00  
(If your child is not collected by 4.30pm then a full session will be charged.)

After School Club – Full session after school until 5.45pm – £10.00

All sessions include a drink and a snack.

If your child also wishes to attend any before or after school sports clubs (payable separately), please contact the school office on 0161 912 5005 to come to an arrangement regarding short sessions.

**Booking**

As per the Session Booking section of the Junior Hub Breakfast & After School Club Registration Form 2023-2024, your child will be booked onto all the sessions you have requested.

Please speak to anyone in the school office (0161 912 5005) to book ad hoc sessions or, for example, if you work shifts and require different sessions every week. Please try to let us know of your requirements as far in advance as possible. Please remember that these sessions should be booked, at the latest, by the Thursday the week before you expect your child to attend. **All booking requests and queries must be made via the school office only, either in person or on 0161 912 5005.**

**The Junior Hub mobile MUST only be used to call for the collection of children. No other calls, texts or emails should be made at any time.**

**Activities**

The Junior Hub provides breakfast and after school care and offers a range of games and activities including arts, crafts, sport, board games and a quiet area. The children also make use of the playground, outdoor learning zone and outdoor gym equipment. All sessions include a drink and a snack. Special events and parties are also planned.

## **Arrival & Departure**

### **Breakfast Club Arrival**

The children arrive through the main office entrance from 7.30am and must be signed in by a member of staff in the office. They then make their way through the school to the location of the Junior Hub, where they are signed in again by a member of the Junior Hub staff. Breakfast is provided before the children head to their classroom at 8.30am. Children should not arrive later than 8.15am to ensure a breakfast can be provided.

### **Collection of children for After School Club**

The children are collected from their classroom by a member of the Junior Hub staff at either 3.20pm (Years 4 & 6) or 3.25pm (Years 3 & 5). They are taken to the Junior Hub location. A snack and drinks are provided.

### **Departure after After School Club**

When the person collecting the child arrives at the main office entrance, they should ring the Junior Hub mobile on 07542 324701 and the child will be brought to them by a member of the Junior Hub staff. **The Junior Hub mobile MUST only be used to telephone for the collection of children.**

## **Payments**

Breakfast Club – Full session from 7.30am until 8.30am – £5.00

After School Club – Mini session after school until 4.30pm – £5.00  
(If your child is not collected by 4.30pm then a full session will be charged.)

After School Club – Full session after school until 5.45pm – £10.00

Payments should be made on-line via ParentPay or via childcare vouchers. Payment **MUST** be made before you expect your child to attend. If your account becomes in debit then we reserve the right to remove your child's place until the debt has been paid.

## **Cancelled Sessions/Absences**

If your child is absent from school then you must inform the office staff when you call regarding their absence that your child was also due to attend Junior Hub. The Junior Hub staff will be informed regarding daily absences and you will not be charged for any missed sessions. If your child does not attend a session for any reason and the office have not been informed then we reserve the right to charge for the missed sessions.

Unless your child is ill then we require at least 24 hours notice for a cancelled session otherwise we reserve the right to charge for the sessions missed.

## **Late Collections**

If a child has not been collected by 5.45pm then the first contact will be telephoned. Then any subsequent contacts as per the Junior Hub Breakfast & After School Club Registration Form 2023-2024. School will contact the police and social services if no contact has been obtained by 6.30pm.

School reserves the right to charge £5.00 for every 15 minute period after 5.45pm, if you have not collected your child.

Please note that if a child is not collected by 4.30pm after a Mini session then a Full session will be charged and the above applies regarding collection by 5.45pm.

Please return this reply slip, retaining the attached Junior Hub Breakfast & After School Club Contract 2023-2024 for your records, and the Junior Hub Breakfast & After School Club Registration Form 2023-2024 before your child attends any sessions.

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By signing this form I/we confirm that I/we have read the Junior Hub Breakfast & After School Club Contract 2023-2024 and have completed the Junior Hub Breakfast & After School Club Registration Form 2023-2024 and we are aware that we are bound by the contract including the information regarding payments and attendance notification.

**Name of Child:** \_\_\_\_\_ **Class:** \_\_\_\_\_

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_ **(Parent/Carer)**