

# Uplands Junior School

Finchfield Road West, Finchfield, Wolverhampton WV3 8BA

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Uplands Junior School

**Head Teacher:** Mrs S Webster-Smith

## TEATIME / TOAST CLUB TERMS AND CONDITIONS

### OPENING TIMES

Toast Club is open from 8.00am until 8.40am.

Teatime Club is open from 3.15pm until 6.00 pm every night during term time.

### COLLECTION

Children will need to be collected from the club by 6.00 p.m. If you are frequently late collecting your child, it may result in us withdrawing your child's place.

Please give us written or verbal details of who will be collecting your child other than yourself. It is against our policy for your child to leave the club with someone who is unknown to us. Please telephone us prior to pick ups if an alternative person is collecting your child. We require the full name of the person who is picking up the child. A proof of I.D. may be required on request.

### ABSENSES

If your child regularly attends Toast/Teatime Club, please inform the school if your child is going to be absent.

### OWN TOYS / PROPERTY

We do not allow children to bring in their own toys and handheld gaming devices. We will not be responsible for any property that gets lost or damaged.

### BEHAVIOUR

If any child's behaviour is unsettled and all attempts have been made to accommodate them have failed, we may have to remove them from the club. Serious incidents of unacceptable behaviour, such as, rudeness or cheek to staff, racist remarks, bullying, swearing or personal injury to others, will lead to a suspension from the club..

### FEES (SEPTEMBER 2021)

Toast: £2.00 per session

Teatime: Up to 1 hour and 15 minutes (3.15 p.m. - 4.30 p.m.) £3.00

Full Session (3.15 p.m. - 6.00 p.m.) £8.00

**If your child stays after 4.30 p.m. the full session charge of £8.00 will apply.**

### PAYMENTS

**Payment should be made on the day that the child attends the club or in advance weekly or termly.**

All payments to be made by via Pay360. No cash accepted in school.

### ARREARS

**Arrears of 1 week need to be paid immediately. Any further arrears will result in withdrawal of service.**

Arrears owed to the school will be chased using the schools approved Arrears Chasing Policy. This will include sending letters home, formal meetings with parents, revoking of facilities and referral to the Civic Centre for formal debt chasing procedures.

