

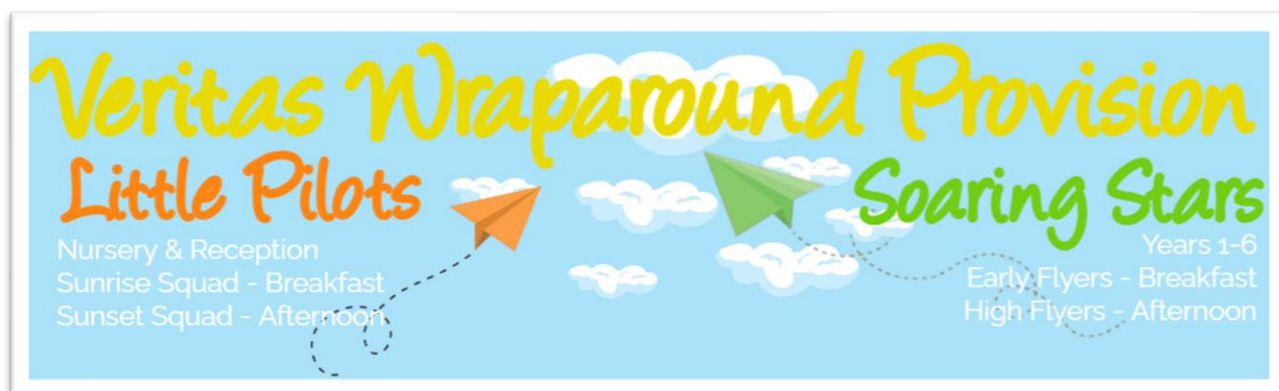


Breakfast & After School Club

Terms & Conditions

Extended Services

We aim to provide a high quality service which meets the needs of both parents/carers and children. For parents/carers, this means knowing that your child is safe and happy in a club that is reliable and offers a consistent service. For a child, this means an environment that is safe, supportive, encouraging, nurturing, a place to be with friends and make new ones, to try out different activities, to relax, to have fun and enjoy. Parents/carers are expected to give their support and encouragement to the aim of Veritas Primary Academy Breakfast and After School Clubs and to uphold and promote its good name. Veritas Primary Academy Breakfast and After School Clubs will ensure that appropriate standards of behaviour, discipline and hygiene are maintained.



Little Pilots <i>A specific EYFS wraparound for Nursery and Reception children. This enables our youngest children to attend in a smaller group, with a higher staff ratio, in more suitable facilities for children aged up to 5. This is held in our Preschool building.</i>	Soaring Stars <i>Wraparound for children in Years 1 to 6, which is held in the main school hall. With our younger children attending Little Pilots, this ensures the provision is more suitable for older children with a wide range of resources, games and toys.</i>
Breakfast Club is called “ Sunrise Squad ” After School Club is called “ Sunset Squad ”	Breakfast Club is called “ Early Flyers ” After School Club is called “ High Flyers ”

Registration

We have a dedicated Childcare Booking service and administration system called Childcare Bookings for Schools (CBfS). To register go to <https://veritasprimaryacademy.cbfs.uk>. Please see information attached from our provider.

Sessions and fees

- 15:30 – 16:30 charged at £6.00 per session (a cheap option for those needing a short session)
- 16:30 – 17:45 charged at £6.00 per session (designed for those attending Enrichment Clubs)
- 15:30 – 17:45 charged at £11.00 per session

Booking options

Parents can be able to use two different types of bookings and payments will be taken either by account credit or by registered payment card on your account:

- *Permanent bookings* – the same sessions each week, guaranteed on a rolling and ongoing basis. Parents will receive monthly bills for the exact amount of that month's childcare. These are processed in advance on the 1st working day of each month and you don't need to do anything as payment is taken automatically.
- *Ad hoc bookings* – individual dates with no ongoing commitment, subject to availability at the time of booking. Payment is taken at the time of booking in order to checkout and complete the process.

Payment methods

- ✓ Tax Free Childcare (TFC)
- ✓ Childcare Vouchers (CV)
- ✓ Childcare Grant Payment Service (CGPS)
- ✓ Credit/debit card

Payments by TFC, CV and CGPS will be automatically credited to your accounts and parents will be able to download statements directly from your account. This will provide quick and easy access to claim back your childcare costs.

Terms & Conditions

1. Cancellations and refunds for ad-hoc bookings are subject to 2 days notice
2. Ad-hoc bookings can be made up to 5 weeks in advance
3. Cancellations for permanent bookings are subject to 2 weeks notice
4. Refunds for pupil absences will not be provided
5. It is expected that all children will be collected from After School Club no later than 5.45pm. If your child is picked up late, there will be a fine of £5.00 for the first 15 minutes and then £10 pounds every 30 minutes after this. Parents/carers can call After School Club using the number **07548 298839** to update staff if you think you might be late. This number is only in operation after 3.30pm.
6. It is the responsibility of the parent/carer to sign their child out once collected from After School Club. All accidents, that staff are made aware of, are documented in an accident book. Should the need arise, the parents/carers hereby give their consent for first aid to be administered and or the emergency services to be contacted. The emergency contact details will be those held on the pupil's school record and our normal school procedures for notifying parents in the event of an accident will be followed.
7. Veritas Primary Academy Breakfast and After School Clubs will not be liable for loss of property brought onto the premises by parent/carer or child.
8. The parents/carers hereby confirm that they accept the authority of the Breakfast and After School Club staff to take all reasonable disciplinary or preventative action necessary to safeguard and promote the welfare of each child attending the Breakfast and After School Clubs. Parents may be required to remove the child temporarily or permanently if the conduct of the child is unacceptable and it appears to the supervisor that the continued presence of the child is incompatible with the interests of Veritas Primary Academy Breakfast and After School Clubs.

Wraparound Childcare

Dear Parents/Carers,

Congratulations on securing a school place for your child. At Childcare Bookings, we partner with the school to manage all of the booking and payment administration associated with their wraparound care

What is provided for parents?

We support parents with all aspects of booking, payment & administration. This includes:

- 24/7 access to our bespoke online booking system, which provides;
- Independent access to make & amend bookings, update details, or download financial statements, with;
- Further phone or email support available from 9am – 5pm, Monday to Friday, all year round.

However, for any queries related to the running of the club itself (e.g. food, activities, welfare, or lost property) your point of contact will be the club staff.

What wraparound care is available?

The club wraparound care is comprised of: Breakfast and After School club

How do I request wraparound care for my child for the new academic year?

For permanent booking requests only please visit our website's homepage childcarebookings.co.uk, and complete the online form under "Contact us"

Please note: Available spaces are on a 'first come first served' basis. Therefore, please register now to give yourself the best chance to secure the wraparound care you need.

What will happen next and when will I hear?

Our online form will remain open for new booking requests until 26th June 2026. After this, during the week commencing 29th June we will assess availability for all requests.

We will contact you during week commencing 13th July to confirm whether there is availability for your requested booking. This confirmation will be sent directly to the email address you provide on our online form, together with all relevant information on your next steps.

Further support or information

If you have any issues, or require support with booking, please do feel free to contact us directly via email or phone using the details below.

t: 01444 523335

e: enquiries@childcarebookings.co.uk

www.childcarebookingsforschools.co.uk

Childcare Bookings for Schools – Frequently Asked Questions

How do I make a booking?

Through our online booking system, which can be accessed here: <https://veritasprimaryacademy.cbfs.uk/>

Once you have accessed the system, all you need to do is to register an account or login before you start making bookings. Registration is a one-off task and should take no longer than 5 minutes. Parents/carers will have the ability to make and amend their bookings from **01st August 2026**

What types of booking are available?

Permanent bookings – guaranteed sessions booked each week, on a rolling and ongoing basis for the whole academic year. A notice period is required when cancelling or removing a day from your permanent booking in full, and any *Individual sessions cancelled are not eligible for refund*.

Ad hoc bookings – for individual dates with no ongoing commitment, subject to availability at the time of booking. Individual sessions cancelled are subject to the booking terms for receiving refunds

When is payment due?

For permanent bookings – Monthly bills, for the exact amount of that month's childcare, are processed in advance on the day specified within the automated invoice received around the 20th of each month. You do not need to do anything – payment is taken automatically.

If payment is not cleared in full after 14 attempts, of which you will be notified of, will result in an immediate automatic cancellation of your permanent booking.

For ad hoc bookings – Payment is due at the time of booking, in order to checkout and complete the process.

What payment methods are available?

We can accept payments via Card, Childcare Vouchers or the Tax-Free Childcare scheme.

Payments cannot be made via BACS, cash or cheque (either at club or direct to our office).

How do I register a Payment Card?

Once you have registered an account on our online booking system, you will be prompted to register a card. Here you can register (one or multiple) cards and select your 'default' card. A 10p payment is taken at the time of registration to validate your card which is added onto your account balance.

How do I pay via Childcare Vouchers or using the Tax-Free Childcare scheme?

Once you have registered an account on our online booking system, simply send your Childcare Voucher or Tax Free Childcare payment to the school's registration. Once the payment reaches our bank account, in around 4 working days, these funds will be credited to your Online Account Balance. Your Online Account Balance can then be used as a payment method when making bookings.

t: 01444 523335

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To avoid any further delay, please provide us with your child's unique Tax Free Childcare reference in advance; or use your child's full name as the reference for any Childcare Voucher payments.

Childcare Vouchers and Tax-free payments can be sent at any time but ask that your account is credited before the 01st of every month to ensure your money is on account for billing.

If you have not provided us with sufficient childcare voucher or tax-free funds, the balance will be taken from your registered card.

Not using Childcare vouchers or tax-free?

Once you have your card registered to your account, your monthly invoice will be billed automatically and payment cleared from that card set on your account on the date shown on your invoice.

Is there anything I need to do now?

If you already know that you will need to use wraparound childcare next academic year, please register an account on our online booking system as soon as possible and complete the Google form.

How do I get further support or information, should I require this?

If you have any issues, or require support with booking, please do feel free to contact us directly via:

- Email: veritasprimaryacademy@cbfs.uk
- Phone: 01444 523335

t: 01444 523335

e: enquiries@childcarebookings.co.uk

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