



## Middlewich Primary School Sunrise Squad Club Terms and Conditions November 2023



- Sunrise Squad is operated by Middlewich Primary School. The breakfast club is a play setting and Middlewich Primary School is legally responsible for all children in attendance.
- Sunrise Squad is open from 7:30 am Monday to Friday. Parents and carers must sign the breakfast club register when dropping off their children. Children will then remain in the care of breakfast club staff until they are taken to their class at the start of the school day.
- Sunrise Squad is open term time only.
- All children will be provided with breakfast whilst attending the club. Parents/Carers must ensure that any dietary requirements or allergies are communicated and amended using the Hivelink booking system.
- It is the responsibility of parents/carers to ensure Middlewich Primary School is kept informed and up to date of any amendments to information provided regarding their child, i.e. contact details, medications etc.
- There is a maximum of 60 places available at the breakfast club each day. Each place requires an advance booking which must be made prior to the club opening. Bookings can be placed in advance up to the end of the half-term.
- The booking system for the next half term, will open on the Monday two weeks before the end of the current half term. (i.e. if the end of the term is on Friday 22<sup>nd</sup> December 2023, the booking system for the next half term will open on Monday 11<sup>th</sup> December). Priority bookings will be given to those parents/carers of the children attending the club and will open the Wednesday before (i.e. Wednesday 6<sup>th</sup> December).
- All bookings should be made via the Hivelink booking platform. The Sunrise Squad and office staff are not able to take bookings.
- Any cancellations must be made through the Hivelink booking system at least two working days prior to the booking. (i.e. cancellation made on a Monday for a Wednesday booking, Tuesday for a Thursday booking, Wednesday for a Friday booking, Thursday for a Monday booking and Friday for a Tuesday booking). Failure to cancel any bookings will result in the charge still standing. Cancellations may be made 'on the day' if the child is ill and unable to attend school for medical reasons. Any other 'on the day' cancellations will be waived at the discretion of the headteacher.
- Payment will be required at the point of booking via debit or credit card using the Hivelink booking system, unless payment is via an approved voucher scheme.
- If payment is made via an approved voucher scheme, vouchers must be uploaded in advance to ensure your Hivelink account is always in credit. Please note that uploaded vouchers can take up to 10 working days to clear. Alternatively, an online payment will be required.
- Middlewich Primary School has the right to suspend bookings if parents/carers fail to comply with the terms and conditions set out above.

**By placing a booking for Sunrise Squad, all parents and carers are agreeing to the above terms and conditions.**