



St. Andrew's Catholic Primary School

Windrush Close, Solihull, West Midlands, B92 8QL. Telephone: 0121-743 5675
e-mail: office@st-andrews.solihull.sch.uk website: www.st-andrews.solihull.sch.uk



To Live, Love and Learn Together as Witnesses for Christ

TERMS AND CONDITIONS OF ST. ANDREW'S JIGSAWS/NURSERY

- All fees are payable, in advance, via IPAL or Childcare Vouchers.
- If invoiced, this must be paid by the first of the month.
- A **£10 surcharge** will be made for late payment of invoices.
- Procedures upon failure to pay your invoice will be followed in line with St. Andrews Debt Management policy, which is available on our school website (www.st-andrews.solihull.sch.uk). *As stated within the policy, failure to pay on time and/or clear any debt in full may result in the service being withdrawn and/or referred to the OLAAS MAC who can reserve the right to issue a County Court Judgement in the pursuance of debt.*
- Children will not be accepted at the club without the completed registration on IPAL.
- Full fees are charged for absence and early collection of a booked session.
- We are registered to accept childcare vouchers and the Government tax free childcare vouchers. Please inform the Office which provider you use if paying by Childcare Vouchers.
- Fees are charged on a "per child, per session" basis.
- **Period of notice to cancel a child's place is one month via the IPAL system.** It is not guaranteed that your child will re-gain a place once you have cancelled. If however you should require Jigsaws to hold your child's place, then you would be required to maintain your monthly payments.
- Ad hoc bookings can be accessed direct via IPAL. (Please note that these sessions cannot be cancelled or refunded).
- If a child is attending an after school activity club finishing at 4.30pm and will then be attending Jigsaws, a place in AS2 should be booked.
- Children must be collected at the agreed time or extra charges will be applied (**£5 for every five minutes that a child is late to be collected up to a maximum of £30 per day extra**).
- If a child is not collected on time from the session, Jigsaws will make every effort to contact parents and emergency contacts. Should the child remain uncollected and no contact can be established with parental or emergency contacts, Jigsaws will follow St. Andrews safeguarding procedure for uncollected children see school website for details (www.st-andrews.solihull.sch.uk)



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-If your child is to be collected by anyone other than the usual person, written consent must be given, whether this is a regular occurrence or ad hoc. In extenuating circumstances, a phone call will be accepted as notification. **A password will be required on collection.**

Waiting List Procedures are as followed.

-To ensure that admissions into Jigsaws are offered on a fair basis, the following procedures will apply to the management of the waiting list.

-Waiting lists will be monitored and maintained via the IPAL system and will run a live update if places are available or fully booked.

-If a session is currently full, you can still add your child to the waiting list via iPAL. The system will automatically alert you if a space becomes available, giving you the opportunity to confirm your booking.

Behavior Expectations.

This agreement may be terminated without notice, if your child's behavior becomes such that the safety and well-being of other children or staff is threatened. As part of St. Andrews Jigsaws follows the same it's good to be green behavior policy.

Expectations of behavior standards are exactly the same as those for the school day.