



Terms & Conditions

Birkdale Primary School
Before School Care



BEFORE SCHOOL CARE (BSC)

- Before School Care runs Monday to Friday (excluding Public Holidays, Teacher Only Days and School Holidays) from 7.30am - 8.30am. **Children are not to be dropped off outside of these opening hours.**
- **Children must be signed in each day by a parent or caregiver. This is a requirement due to health and safety reasons.**
- The number of attendees is regulated by Birkdale Primary School and the programme must adhere to this directive when accepting bookings. Priority will be given to those with regular ongoing bookings. Casual or part time bookings are subject to availability. Bookings will only be accepted if your account is up to date.
- **Payment:** Fees are to be paid weekly upon receipt of the invoice (sent at the end of the working week). It is the parent/caregiver's responsibility to ensure their child/ren's account is kept up to date. Accounts which become in arrears by more than 2 weeks without consultation may be temporarily suspended until such time as the account is brought up to date in full. You can access any outstanding invoices on your HERO app at any time. If you need to discuss your account in detail, please contact office@birkdaleprimary.school.nz
- Any medical or other relevant condition pertaining to the child needs to be advised.
- That the supervisor may arrange any necessary urgent medical treatment at the caregiver's cost.
- Behaviour which is consistently harmful to others or damaging of property may result in dismissal from the programme after possibilities have been explored.
- It is the parent/caregiver's responsibility to ensure that the child's profile on the HERO app is kept up to date. This applies to all contact details. If updates are required, please let the school office know.
- While under the management of Birkdale Primary School, it's employees and volunteer staff will take care to provide proper supervision of all children. Neither the management, staff nor would-be employed staff shall have any personal liability in respect of any act of omission arising out of any session or activity of the childcare programme.
- The BSC will adhere to the Privacy Policy in relation to the collection, storing and sharing of your personal information. A copy of which is available on our website (School Docs).

I agree to the above terms and conditions for my child/ren (name) _____ when attending Birkdale Primary School Before School Care.

Parent Signature: _____

Date: _____