



Telephone:

01223 262423 (school office - during school hours)

01223 264455 (The Canopy - during wrap around hours)

Email:

office@meridian.cambs.sch.uk

TERMS AND CONDITIONS

1. Registration and Admissions

1.1 Parents wishing to access The Canopy should make bookings through the My Child At School (MCAS) app.

1.2 Submission of a booking confirms acceptance of these Terms and Conditions.

1.3 Only children on role at Meridian Primary School may use The Canopy provision.

1.4 Parents must ensure the school hold correct pupil details, including emergency contact, medical and dietary needs.

1.5 All children settle into new environments differently. Staff will support each child at their own pace to ensure they feel safe, welcomed and confident.

2. Bookings

2.1 All enquiries regarding The Canopy should be directed to the school office during school hours and directly to The Canopy during wrap around hours.

All bookings should be made by Thursday evening at the latest for the following week, because registers, staffing and supplies will be organised on Fridays for the week ahead.

2.2 There are two options for making payments:

A – If parents don't have a Tax Free childcare account or use childcare vouchers, booking and payment for Breakfast Club and After School Club must be made through the My Child At School (MCAS) app.

B - If parents will pay using their Tax Free childcare account or vouchers, **parents must ensure that sufficient funds are transferred to the school bank account (see below instructions) before making the booking on MCAS app.**

Tax-Free Childcare

If you have a Tax-Free Childcare account, please sign in using the Government Childcare Service.

Childcare Provider Reference: 110626

KiddiVouchers

To add Meridian Primary School as your childcare provider:

- Log into your KiddiVouchers account.
- Select "Add another Childcare Provider".
- Select "Type of Childcare".
- Enter Ofsted Registration Number: 110626.

Computershare Childcare Vouchers

Please search for provider reference: EY110626

2.3 Outstanding balances may result in future bookings being refused or cancelled.

2.4 Final outstanding balances must be cleared when a child leaves Meridian Primary School.

3. Fees

3.1 The current charges are:

Session	Fee
Breakfast Club (Monday-Friday, 7:30am-8:45am)	£7.69
After School Club (Monday-Thursday, 3:30pm-4:45pm)	£12.75
After School Club (Monday-Thursday, 3:30pm-6:00pm)	£15.00

3.2 Fees are reviewed annually. Parents will be given reasonable notice of any changes.

4. Opening Hours

4.1 Breakfast Club operates Monday to Friday from 7:30am until 8:45am.

4.2 Children must be brought onto the school site via the secure gates and dropped at the Lee Building doors. In line with the school's safeguarding policy, parents are not permitted inside the building.

At 8:45am, children will be taken to their classrooms by The Canopy staff.

4.3 After School Club operates Monday to Thursday from 3:30pm until 6:00pm.

4.4 Children attending After School Club will be collected from their classrooms by The Canopy staff.

4.5 Parents must collect children from outside the Lee Building.

Late collection places additional pressure on staffing. A charge of £15 per 15 minutes (or part thereof) will be applied for collections after 6:00pm.

4.6 If parents are delayed, they should call The Canopy directly on **01223 264455** as soon as possible.

4.7 If a child has not been collected and staff are unable to contact a parent or emergency contact, the school's safeguarding procedures will be followed.

5. Changes and Cancellations

5.1 Any requests for last minute emergency bookings must be called in to the office at least 24 hours in advance wherever possible.

5.2 Sessions cancelled with less than 24 hours' notice to the School Office will be charged.

5.3 If your child is absent from school due to illness (or any other reason), it remains the parent's responsibility to cancel their booking. School attendance records do not automatically cancel The Canopy bookings. Cancellation within 24 hours, due to illness absence from school, will not incur a fee.

6. Children Attending Other School Clubs

6.1 Parents must inform the school if their child attends an after-school sports activity before joining The Canopy.

6.2 Parents should also inform the school if their child's regular activity changes or finishes.

7. Health and Safety

7.1 The safety and wellbeing of all children attending The Canopy is our highest priority.

7.2 External gates and access doors will remain secure throughout each session. Parents and visitors should ensure gates are closed securely when entering or leaving the site.

7.3 Children may only attend during their booked session times.

7.4 The Canopy will adhere to all school policies and these can be found on the school website.

8. Settling In

8.1 All new children will be welcomed by staff and introduced to routines, activities and expectations. Staff will support children during their settling-in period and work with families if additional support is required.

9. Behaviour

9.1 Children attending The Canopy are expected to follow Meridian Primary School's Behaviour Policy. Children should treat staff, other children and school property with respect at all times.

9.2 Persistent unsafe or inappropriate behaviour may result in a review of a child's place within the provision.

10. Reservation of Rights

10.1 Meridian Primary School reserves the right to refuse or withdraw a place where necessary.

10.2 The school may, on rare occasions, be required to suspend or cancel sessions due to emergencies or circumstances beyond its control.

10.3 These Terms and Conditions may be amended at anytime. Parents will receive reasonable notice of any significant changes.

11. Contact Information

11.1 All enquiries regarding The Canopy should be directed to the School Office during school hours and direct with The Canopy staff during wrap around hours.

Telephone:

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Further information can be found on the school website:

[The Canopy – Meridian Primary School](#)