



After School Club Terms and Conditions

The information below is to outline the service provided and the basis upon which a place at the After School Club is offered and accepted.

Cost / Charges:

The session charge for After School Club is £12.50 if attending regularly, £8.00 per session if attending for an hour only or £15.00 per session for ad hoc bookings.

After School Club sessions should be booked half termly and paid for online in advance. It is the parent's responsibility to make sure that booking forms are returned to the main office at the start of each half term and that fees are paid.

Ad hoc bookings can be made by phoning the school office on 01932 845093 before 3.20 p.m. but MUST be paid for online within 24 hours of the session being taken. Ad hoc sessions are subject to availability and adult to child ratio.

Opening hours:

After School Club is open during school term dates only. This does not include inset days, polling days or half day closures.

Meals:

A cold, light tea is included in the fees for sessions.

Absences due to sickness or holidays:

We regret that there is no reduction in fees for any absence for holidays or sickness. Parents accepting a place at the After School Club have agreed to this condition. Swapping sessions will not be allowed.

Hours:

After School Club opens from 3:20- 6:00. Parents are asked to contact staff on 07568 357 970 if they are going to be late. If you are late collecting your child, between 6:01-6:15, you will be charged £10, and any extra minutes after this time will be charged at £1 per minute.

Contact:

To speak to a member of staff during a session please call 07568 357 970. For ad hoc bookings please call the school office on 01932 845093 before 3.20 p.m.

Sickness and accidents:

Children should not be brought to the After School Club if they are unwell or suffering from a contagious illness. It is our policy that children should not return to the clubs for at least 48 hours after an outbreak of vomiting and/or



diarrhoea. The Club reserves the right to exclude a child whom, in the opinion of the staff, presents a potential health risk to other children or staff. Staff are First Aid trained and will deal with minor accidents. However if a child becomes unwell or has an accident requiring further treatment parents/carers will be contacted for the child to be collected. In the event of an emergency, staff at Sayes Court will inform the parents/carers immediately and if necessary, a member of staff will take the child directly to hospital where medical staff will undertake appropriate treatment.

Notice:

In the unlikely event that a child, in the opinion of the Club staff, is constantly behaving in an aggressive or unreasonable manner, the parents may be asked to seek alternative care.

Fees:

Fees must be paid online in advance (or in the case of ad hoc sessions, within 24 hours of the session being taken) . We reserve the right to withdraw the place if the fees are more than two weeks late without prior arrangement.

Valuables:

Parents are requested not to send their children with any valuables to the After School Club. The Club cannot accept responsibility for any loss or damage to valuables/ toys that have been brought in.

Change of details for your child:

It is vital that we have full knowledge of any change of address and telephone numbers (mobile & landlines) both at work and home. We also need to know if there is any change to custody for child or change to person named on your child's detail as an emergency contact. It is the responsibility of parents/guardians to keep us up to date.

Parents/Carers must read these terms and conditions before signing below to accept them.

Signed..... Child's Name..... Date.....

Print Name

Issue Date: April 2019

Review Date: April 2020