



## AFTER SCHOOL CARE Terms and Conditions

Our After School Care provides after school for children from Nursery to year 4. The setting provides a safe, secure and happy environment, supervised by professional, experienced staff.

The varied play-based programme includes arts and crafts, outside games, team games, electronic based activities, toys, indoor games and activities. Where possible a quiet area is set aside where children can spend time on homework, reading or resting.

The following are the terms and conditions for your child/children attending the St Leonard's After School Care.

### Opening Hours

The After School Club will operate from 3.00pm – 5.00pm.

### Payment of Fees

The current fees are:

	R – Y4	Nursery
3.00pm – 4.00pm	£3.80	£4.50
4.00pm – 5.00pm	£3.80	n/a

The prices are per child per session and apply to all children. If your child is in receipt of Pupil Premium the first hour will be non-chargeable. There is no reduction for leaving before the end of the session. The fee payable is for all booked sessions. Fees are only waived in exceptional circumstances and will be reviewed on an individual basis.

Fees are required to be paid monthly, in advance by the 1<sup>st</sup> of the month, unless this date is during school holidays, when payment will be due on the first day school re-opens. If fees are not paid within 14 days, a late payment charge of £25 will be payable and could result in your child's place being terminated. If you are having difficulty paying fees, please speak to Mrs Martin in the office in confidence.

For exceptional circumstances additional spaces to those previously booked may be available if staffing ratios are adequate. All additional sessions MUST be booked via the school office as we need to adhere to correct adult:child ratios.

Any booked session is only for the child named on the booking form and is not transferable.



## **Method of Payment**

Payments must be made in advance. Fees can be paid by childcare vouchers or Parentpay. Payments must be made monthly in advance. **Fees are paid for the place, not attendance.**

The club reserves the right to increase fees at any time upon giving half a terms written notice of the proposed increase to parent/carer. If no representations are received in writing from the parent/carer to the increased fees then the parent/carer will be deemed to have accepted the same and the payment shall be due as per the invoice.

If parents/carers are late collecting their child/ren they will be asked to pay the staff costs at overtime rate. A late payment fee of £7.50 per 15 minutes will be charged in additional to the hourly rate.

If your child remains uncollected after the care club closed at 5.00pm, and we have been unable to reach you or any of your emergency contacts, we will follow our Late Collection of Children Policy. If your child is collected after 5.00pm on more than 2 occasions, then the child will automatically lose their place at the care club.

## **Cancellation/Termination**

All cancellations or terminations must be made in writing to the school. This notification must be made half a term in advance and this notice period is payable.

Whilst every reasonable care will be taken we cannot be held responsible for any loss or damage to a child's property. All children's belongings must be clearly labelled with the child's name. Any belongings that are brought in are at their own risk and used according to the club's rules.

## **Sickness, Accidents, First Aid and Emergency**

If a child becomes ill during a Club session, every attempt will be made to contact one of the people listed on the Booking Form to arrange collection of the sick child. The child will be cared for until collected. In case of a minor accident, basic first aid will be administered. Should a child bump their head a 'bump' note will be given to either the child or parent. In the case of an accident requiring more than basic first aid, every attempt will be made to contact the parent/carer to advise or discuss with him/her the course of action to be taken.

The club cannot accept any child to attend a session, unless the parent/carer or person with parental responsibility fully completes and signs the Booking Form and pays the half-term fee. This is our confirmation that our Terms and Conditions have been accepted. The club accepts no liability for children's property whilst attending the club sessions. Accidents, emergencies and other incidents judged to be significant are entered on the Accident/Incident Form.

## **Health and Safety**

To ensure the safety of all children who attend the care club each child will have to be collected by the named person or a person using an agreed password. The person and password will be identified on the booking form. Please note that we will not hand over any child without confirmation of the password and child recognition of the adult.

It is important that we are fully informed and aware of any changes in your child's health. Should your child become unwell or incur an injury in our care we will contact the parent/carer.

In order to meet and maintain food hygiene legislation there will be a qualified member of staff to oversee the handling of food.

### **School Closure**

When there is a planned school closure during term time for INSET training organised by the school, fees will not be payable on this day.

When there is an unexpected school closure due to inclement weather, flooding or industrial action, fees will not be payable for this day. Any fees already paid will be returned or credited back to the parent.

### **Behaviour Management**

Everyone is encouraged to treat each other with care and respect and behave in a manner that is acceptable. The school behaviour system will be followed at the care club. It is our policy that all staff and children are treated with respect and that behaviour is managed within a positive framework.

- Poor behaviour will be challenged by staff
- If there is no improvement in the behaviour, parents will be invited to discuss the matter further and agree and sign a written action plan
- If the child's behaviour doesn't improve they will be excluded from the club.
- When children and/or their parent display behaviour likely to cause offence the club reserves the right to refuse or withdraw the place within the club immediately.

### **Complaints Procedure**

If you need to make a complaint please follow schools complaints procedure. A copy of this is available on the school website or available from the school office.

A full copy of all the Policies and Procedures are available for parents to read.

**Reviewed & Updated:** October 2022

**By:** Miss C Phillips