



SHAWFIELD PRIMARY SCHOOL'S

AFTER SCHOOL CLUB TERMS AND CONDITIONS

1. **Aims**

We aim to provide a high quality service which meets the needs of both parents/carers and children. For parents/carers this means knowing that your child is safe and happy in a club that is reliable and offers a consistent service. For a child this means an environment that is safe, supportive, encouraging, challenging, a place to be with friends and make new ones, try out new activities, to relax, to have fun and enjoy. Parents/carers are expected to give their support and encouragement to the aims of the After School Club and to uphold and promote the After School Clubs good name and ensure that appropriate standards of punctuality, behaviour, discipline and hygiene are maintained.

2. **Entry to After School club**

Registration

Once the contract has been completed and returned to us a child will be registered with our service.

(a)Booking a place and Payment of Fees

A place can be booked by completing our booking form and must be paid for in advance. For regular half termly bookings the form and payment needs to be returned to the school office 1 week before the end of the previous half term. Ad hoc bookings must be done by 4pm the school day before the place is required. No pupil can attend After School Club without a booking. Once a place has been booked a charge will be incurred for that place unless the cancellation policy has been followed.

(b) Items Covered:

Fees cover snacks and childcare.

(c) Responsibility for payment:

Fees are the responsibility of each person who has signed the Booking Form or who has parental responsibility for the child.

3. **Cancellation, Withdrawal and Fees in Lieu**

(a) Cancellation Policy:

If parent/carers do not wish their child to attend a session they must notify After School Club at least one half term in advance. Failure to do so will incur payment in full, whether sessions are attended or not.

(b) Sickness:

If your child is unwell and is unable to attend After School Club please telephone the school office. If your child is unwell you will not be charged for the session.

(b) Removal:

Parents/carers may be required to remove the child temporarily or permanently if the conduct of the child is unacceptable and it appears to the After School Club staff that the continued presence of the child is incompatible with the interests of club. There would be no refund of fees in these circumstances.

4. **Opening Times: Monday to Friday**

The After School Club hours are from 3.10pm to 6pm Monday to Friday during school term time (please note the After School Club will not run on INSET days or other school closure days such as polling days). Children **MUST** be collected by 6pm. Any parents arriving after 6pm will be charged £1 per child per minute. If you need to contact the After School Club after 4pm please telephone 07398 496865 . Before 4pm please use the normal school number.

5. **Access:-**

Access to the club will be through the side gate onto the year R playground. Parents should collect their child from the community room where they will be welcomed by staff. Parents need to sign the register when collecting their child.

6. **Emergency Closures:-**

If the school site is deemed to be unsafe for any reason, parents will be contacted as soon as possible to inform them of the closure. Fees will be refunded for any lost sessions.

7. **The child's health:**

Parents/carers must inform After School Club if the child has any known medical condition or health problem or has been in contact with infectious diseases. Parents/carers must comply with the exclusion guidelines set by the Health Protection Agency <https://www.gov.uk/government/.../infection-control-in-schools-poster> or can be obtained from the school office.

8. **Parents/carers authority**

Welfare of the child:-

After School club staff are employed by the school and will follow school policy in the event of an accident or emergency. In an emergency the After School Club staff will use the contact telephone numbers the school has on record so please ensure they are always up-to-date. The After School Club staff are First Aid trained.

Accidents:

All accidents are documented in an accident book.

Loss of property:

After School Club will not be liable for loss of property brought onto the premises by parent/carer or child.

9. **Policies**

After School Club follows all policies and procedures of Shawfield Primary School unless other side stated in these terms and conditions.

10. **Discipline:**

The parents/carers hereby confirm that they accept the authority of the managers and staff to take all reasonable disciplinary or preventative action necessary to safeguard and promote the welfare of each child and the After School Club community. The After School Club will follow the whole school Behaviour Policy of the school which incorporates the anti-bullying policy and racial equality policy.

11. **Child Protection:**

To ensure the safety of all children, the After School Club staff have an obligation to pass on any concerns related to child protection issues to the appropriate agencies.

12. **Confidentiality:**

Parents/carers agree to inform the Head Teacher or Home School Link Worker of any information necessary to safeguard or promote their child's welfare or avert the risk of harm to their child or other person. After School Club staff will be informed of sensitive issues concerning the child on a 'need to know' basis.

13. **Photographs/Video:**

Photographs/video of the children may be used in After School Club's promotional material such as press releases and school website. Parents/carers who do not wish their children's images to be used in this way should insure that this is recorded in the school office.

14. **Insurances:**

After School Club undertakes to maintain those insurances which are prescribed by law. The After School Club is covered by the school's insurance.

15. **Complaints:**

Parents/Carers who have cause for complaint in relation to any matters of quality, safety or care must inform staff without delay. The Complaints Policy of After School Club falls under the schools non curriculum Complaints Policy.