

# St Catherine's Catholic Primary School

"Loving and Learning Together as Jesus taught us"



## After School Club Terms and Conditions

Date of policy review: December 2023

**Next review: December 2024**

Key person responsible: Headteacher Miss M. Kelly

## TERMS AND CONDITIONS

### After-School Club Prices for Reception to Year 6

SESSION 1	SESSION 2
Time: 3.15pm to 4.45pm	Time: 4.45pm to 6.00pm
Cost: £7.00 per child <i>Cost includes a fruit salad snack</i>	Cost: £7.00 per child <i>Cost includes tea-time snack</i>

### After-School Club Prices for Nursery (3 and 4-year old)

SESSION 1	SESSION 2
Time: 3.30pm to 4.45pm	Time: 4.45pm to 6.00pm
Cost: £8.00 per child <i>Cost includes a fruit salad snack</i>	Cost: £8.00 per child <i>Cost includes tea-time snack</i>

### Booking and Paying for Sessions

- All bookings must be made a minimum of 24 hours in advance. ParentPay does not accept on the day bookings or bookings made within 24hrs before you wish to use this service.
- If you need to make an *emergency* booking (less than 24hrs in advance) you must call the school office.
- Block bookings up to 1 term in advance can be made on ParentPay.
- Payment is required on booking either by credit, debit card or from your Parent Account on ParentPay.
- Parents using Childcare vouchers should contact the After School Club Manager/Finance Administrator Mrs Ward via email.

**NOTE: Your booking will not be complete without payment.**

### Changes to Booked Sessions

Sessions which have been booked and paid for **cannot be refunded** as the club has purchased resources and arranged staffing based on your booking. Exceptions will only be made in the following circumstances:

- Closure of the club (due to unforeseen circumstances)

You will be charged the full amount of the booked session where a child has been booked into afterschool club and does not attend, unless:

- You amend the booking on ParentPay more than 24hrs in advance
- You advise the school office with more than 24hrs notice

## **Booking Additional / Occasional Sessions**

- Children who attend additional club sessions in an emergency without the parent/carer first booking online will be looked after whilst their parent is called by the After School Club Manager to check they should be at the club.
- The parent/carer will be charged the full cost of the session(s) attended.
- If a child attends the club on more than 3 occasions without a booking the club reserves the right to withdraw the place from that child and no future attendance will be permitted.

## **Responsibility for Payment**

The responsibility for payment of all fees, charges and penalties lies at all times with the person who has made the booking.

## **Penalties for Late Collection**

It is the responsibility of all parents/carers collecting children to do so promptly at the end of any session. Failure to do so will result in a financial penalty for the parent/carer.

- All parents/carers collecting children at or after 5 minutes beyond the expiration of their booked Session 1 will be charged for the cost of the next session (Session 2).
- All parents/carers collecting children beyond the expiration of Session 2 which is 6pm will be charged £10 for every 10mins (or part thereof) that a child remains uncollected at school. If a parent is late 3 times or more in collecting their child from the afterschool club the school reserves the right to withdraw the place.

Only in exceptional circumstance will charges be waived and this is at the discretion of the Headteacher.

## **OFSTED Registration**

The after-school club is registered with OFSTED under the registration of St Catherine's Catholic Primary School.

## **Child Tax Credit Scheme**

The after-school club co-operates with the Inland Revenue in verifying all claims made under the childcare element of the Working Tax Credits Scheme.

## **Childcare Voucher Scheme/Tax-Free Childcare**

The After School Club co-operates with various childcare voucher schemes and tax free childcare payments. To pay via childcare vouchers or tax free childcare payments please email Mrs Ward the After School Club Manager on [sward@stcatherines.barnetmail.net](mailto:sward@stcatherines.barnetmail.net) to discuss arrangements.

In these circumstances please email Mrs Ward the After School Club Manager to make your bookings. If you try to pre book without payment, the bookings will

automatically cancel on ParentPay.

### **Sickness Policy**

- Any child who has suffered from diarrhoea, sickness, high temperature/fever or conjunctivitis must be kept away from the club for a period of 48 hours after such condition has ceased.
- Should any child suffer from any of the above whilst at the club, the staff will contact and ask the parent/carer to come and collect the child as soon as possible.

### **Trips/Outings**

Children attending afterschool club will not be taken off-site for trips or outings except with the prior written permission of their parent/carer.

### **Grounds for Exclusion**

- Persistent poor behaviour on the part of the child (which includes, but is not limited to, bullying, verbal abuse, physical violence, fighting, racial incidents, defiance, rudeness to others, dishonesty, disobedience and deliberate damage to property), or non-persistent incidents of particularly serious behaviour (for example which endanger children or staff).
- Where the behaviour of the child could put themselves or other children at risk
- Where a parent/carer is in breach of any of our terms and conditions.
- Where our staff are not treated with courtesy and respect.

***Refunds will not be made if children are excluded on the grounds set out above***

### **Reservation of Rights**

- The after school club reserve the right to exclude a child or family from attending the club or to refuse to accept a registration.
- The after school club reserve the right to close the club on the grounds of staff shortage, unavailability of facilities, or any other reason which in its reasonable opinion necessitates closure. Reasonable notice will be given where possible.
- The after school club reserve the right to change these terms and conditions at any time and will give written notice of such changes to parent/carers.

### **Legal: Waivers, Exclusions, Jurisdiction**

- The after school club shall not be liable for any direct or indirect loss suffered by parents/carers as a result of club closures under the terms of the agreement, including but not limited to loss of profits, increased costs of expenses or wasted expenditure.
- Prescribed medication will only be given with the written consent and instruction from the parent/carer.
- The after school club accepts no liability for the administration of prescribed medicine in accordance with parents/carers written instructions.
- No non-prescribed medication will be given.

- The after school club accepts no liability for loss or damage (including consequential loss) to property brought to club premises caused by the actions of children or third parties or for accidental damage caused by club staff.
- The after school club accepts no responsibility for injury or illness caused from pre-existing medical conditions which are not notified to the club.

### **Afterschool Club Policy Documents**

More details of the Afterschool Club working practices may be found in the following policy documents which are available on our website;

- Complaints Policy
- School Medicine Policy
- Health and Safety Policy
- Safeguarding Policy
- Equal Opportunities Policy
- Behaviour Policy

Hard copies of these documents are also held with the afterschool club Manager.

**I/We agree to abide by these terms and conditions.**

Child/Children name and class \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Parent/Carer Signature: \_\_\_\_\_

Parent/Carer Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

**Data Protection Act 1998 and GDPR 2018**

*The data collected on this form will only be used for the administrative purposes of St Catherine's Catholic Primary School for the After School Club and will not be disclosed to any external sources without your express written consent. These records will be treated as strictly confidential and handled in compliance with the provisions of the Data Protection Act 1998 and GDPR 2018. Please see our website for more information regarding our Data Protection Policy.*