

## St Andrew's CE Primary School – After School Club

### Terms and Conditions

#### Application for a place at After School Club

A registration form must be completed and returned prior to your child starting, and we must be immediately informed of any subsequent changes. This includes emergency details and medical information.

#### Opening hours

The After School Club runs from 3:10pm till 5.50pm.

#### Booking

It is possible to book your child in for occasional days, the same days each week, or every day.

Please note that we have limited places available in After School Club, and we have to plan for the right ratio of adult staff, therefore it is important that you book a place for your child. We ask you to book online at <https://parentpay.com>. If you are experiencing difficulties in using the online booking system, the school office will accept bookings or cancellations by phone or e-mail up to 2.40pm on the day of attendance and will make the booking/cancellation on your behalf.

Booking closes for all children at 2.45 pm on the day of the attendance. If your child attends After School Club when he/she is not booked in, there will be an extra charge of £6.00 in addition to the normal charge of £12.00 or £2.50 as applicable.

#### Charges (applicable from 1<sup>st</sup> Sept 2024)

£2.50 Rec/Year 1/Year 2 children picked up before 3.40pm  
Year 3, 4, 5 and 6 children picked up before 4pm

£12.00 Rec/Year 1/Year 2 children picked up between 3.40 and 5.50pm  
Year 3, 4, 5 and 6 children picked up between 4pm and 5.50pm.

£6.00 Additional charge for attending the club without booking a place.  
Additional charge per 10 minutes for children picked up after 5.50pm  
Additional weekly administration fee for outstanding fees not paid.

Children who are not picked up from class within 10 minutes of class finish time will be brought to After School Club and the above charges will apply.

#### Cancelling

You can cancel your child's space for After School Club at any time before 2.45pm on the day of attendance via <https://parentpay.com>. Kindly note that places that are not cancelled before 2.45 pm will incur the full session charge.

#### Contacting the Club in an Emergency

In case of emergency please call the After School Club directly on 02084456157 (select option 4) while the club is in session.

#### Payments

Payments to be made online IN ADVANCE via Parentpay. Where parents do not clear unpaid fees by the end of the week, a weekly extra administration fee of £6.00 will be added until the debt has cleared.

#### Outstanding payments

When two consecutive outstanding penalties have been sent and the balance remains unpaid, we cannot accommodate your child until the outstanding amount has been paid.

**WHEN PAYMENTS ARE PERSISTENTLY LATE, ST ANDREWS RESERVES THE RIGHT TO REFUSE USE OF THE CLUB AT ANY TIME**

#### Collection of Children

If you are not collecting your child yourself, you need to inform us about the person who will pick up. If children are not collected within their booked session time an additional charge will be applicable (see above). If parents are consistently late, we retain the right to exclude the child from The After School Club.

If children are not collected and we are unable to contact the parent(s) or the emergency contact, we may have to contact Barnet children services to care for the child.

#### Property and belongings

The After School Club has a range of equipment for all children. It is therefore not necessary or advisable for children to bring toys from home. We are not responsible for any loss or damage to items or clothes.

#### Food

We provide a drink and snack during afternoon sessions. Allergens are displayed in the Club according to legislation and the menu is available on request. If you feel that your child needs more than this, you may send in a snack. Please do not send in any unhealthy snacks which are not allowed in school time. Please note that we cannot allow any snacks containing nuts. If your child has any dietary needs, please let us know and we will try to accommodate this.

#### Incidents and accidents

If your child is involved in an incident or accident, we will inform you of this when you pick him/ her up. In the case of an emergency we will contact you straight away. If your child has been hurt, we will provide you with a report slip stating all the details. When an incident takes place between children, for example when a child is hurt or called names by another child, we need to report this to the school's Head Teacher or Deputy Head Teacher who will keep a log of it.

#### Behaviour

Children displaying inappropriate behaviour will be excluded from the Club. When children display inappropriate behaviour a written warning will be given out. After receiving three warnings the child can no longer be accommodated in the After School Club. Verbal or physical abuse from children or adults, aimed at staff members, will not be tolerated and may result in the child's place being terminated.

#### Acceptance of the After School Club Terms and Conditions

These Terms and Conditions came into effect from 1<sup>st</sup> September 2024. Please note that by using the After School Club you thereby agree to our Terms and Conditions.