

ABC Breakfast & XYZ After School Clubs

Terms and Conditions

Fees and Payment

1. There will be a non-refundable registration fee of £10 per family.
2. A deposit of £20 per child per session booked across a week is required. This is refundable, subject to notice period.
3. All fees are payable half termly in advance. Late payment may result in additional charge and/or suspension of place(s).
4. **Half a term's notice** of departure from the Club (in lieu of fees) will be required.
5. It is the policy of the Club that there will be no refunds or alternative day offered in the event of sickness exclusion or absence or closure due to weather conditions. This policy may be subject to review in exceptional circumstances.
6. XYZ: In the event of late collection of any child the Club reserves the right to levy a late collection charge equivalent to the additional staffing costs incurred by the Club as a consequence of the late collection.
7. All ad-hocs fees apply even if the reserved place is not used.

Safety and Discipline

8. The safety of the children in the Club is paramount.
To enable all children to have fun safely, reasonable behaviour is essential. The Club expects and will encourage children to behave well and with respect for each other and the Club staff. Children are expected to respond to requests from staff. Repeated disobedience and/or persistent anti-social behaviour could disrupt the Club for all and consequently the Club reserves the right to exclude children in those circumstances.
9. XYZ **ABOYNE LODGE ONLY**: To ensure the safe arrival of children at the club, any member of the Club from EYFS and KS1 will be collected from KS1 library area and escorted to the Lodge room. KS2 children will make their way to the Lodge room themselves, via the Nursery Playground and entrance to Lodge Room.
10. XYZ ONLY: The club is happy to accept children who wish to attend other after school activities on the school premises. Parents/guardians must advise XYZ of these arrangements.
11. XYZ ONLY: Parents/guardians must advise the Club if the usual parent/carer not collecting; **please text 07799 855850 IN ADVANCE**
It is essential that parents/guardians advise XYZ if a child is not going to attend the Club for any reason. Failure to do so may result in withdrawal of place.
THE NUMBERS TO CALL DURING CLUB HOURS ONLY IS :
ABOYNE LODGE: 07502023209
ALBAN CITY SCHOOL: 07425 888544
12. XYZ ONLY: If no prior notification has been received, then in the event of the non-arrival of any child XYZ will implement their Lost Child Procedure which includes confirming the child's attendance at school that day and **contacting the police if the child is not found within 10 minutes of having been identified as lost.**
13. XYZ ONLY: Parents/guardians must sign their children out on collection
14. The Club will endeavour to comply with all relevant health and safety requirements. In the event of an accident it will be recorded in the Accident book, and reported to a child's parent or guardian who will be asked to sign the accident book entry.
15. Should the need arise we will administer minor first aid. We will administer some medicines (eg, oral antibiotics) on receipt of the appropriate consent form. If your child has particular

medical requirements, please discuss these with us. Any emergency medicines kept by us for individual children (eg epi-pens, inhalers) must be in secure boxes with an identifying photo and associated protocol.

- 16 If a child becomes ill whilst at the after school club a parent/guardian will be contacted and asked to collect them. Any ill or infectious child should not attend for 48 hours after symptoms have passed.
- 17 The Club has appropriate public liability insurance.

Administration

- 18 All parents/guardians will be asked to complete a registration form with contact details and relevant medical information for each child. It is essential that parents keep the Club advised of any changes to this information.
- 19 PLEASE INCLUDE A LOCAL FRIEND/RELATIVE AS AN EMERGENCY CONTACT WHERE POSSIBLE.
- 20 The Club will welcome children from all backgrounds, including those with special requirements, and will seek to avoid any form of discrimination by gender, ethnicity disability or disadvantage.
- 21 Places in the club will be allocated on a first come, first served basis. In the event of over subscription, the order of preference will be existing attendees, their siblings, and those seeking the greatest number of days attendance .The Club will maintain a waiting list.
- 22 Parents/Guardians and the children are encouraged to raise with the staff any matters of concern and to make suggestions for change or improvement to the Club. All complaints will be treated seriously and in confidence. A copy of our complaints policy is available on request.
- 23 All policies and procedures are available to parents/carers to read.

I have read and accept these terms and conditions

Name.....(please print)

Signature.....

Relation to Child

Date.....

Child's name.....