



# AFTER SCHOOL CLUB PARENT/CARER CONTRACT

CHILD'S NAME: \_\_\_\_\_

PARENT OR CARER'S NAME: \_\_\_\_\_

Here at Potten End C of E Primary School we aim to provide a happy, safe and welcoming place for your child at the end of the day.

## Terms and Conditions

- I understand that the After School Club operates in line with school policies at all times, including: Positive Behaviour, SEND, and Safeguarding Policy (which are available on the school website) and that there are expectations and obligations relating both to the club and to myself and my child and we agree to abide by them.

## Booking Procedure

- Parents/carers must complete, sign and return a Registration Form and a copy of the Parent/Carer Contract before a booking can be made. Forms are available from the school lobby and our website.
- Once the registration process is complete, the School Office will forward instructions on how to book and pay for sessions and will enable Arbor to accept bookings for their child.
- Payment must be made via Arbor before parents/carers are able to book a place for their child.
- Places at After School Club (ASC) can be booked by parents/carers on a first come, first served basis, up to half a term in advance or an ad-hoc basis via Arbor (please refer to the Booking Windows information attached).
- ASC will have 30 spaces available each day.
- ASC will not operate on INSET or Occasional Days or the last day of each school term.
- If the ASC is to be used in an emergency or one-off basis, the Registration Form and Parent/Carer Contract must be completed and returned by 4.00pm on the previous day (or Friday for the following Monday).
- Bookings can be made in a regular pattern or on an ad-hoc basis **up to 24 hours before the start of the session.**
- Parents/carers will need to contact the School Office if they wish to make a booking less than 24 hours before the start of the session.
- If a child is unable to attend a pre-booked session it is essential that the School Office are informed via email before the session commences.
- If a regular ASC place is no longer required, written notice should be given to the School Office.
- Confirmation of bookings made can be viewed in Arbor.

## Registration

- A Registration Form and Parent/Carer Contract should be completed and returned to the School Office before your child can attend. Registration Forms are available in the school lobby and on our website.
- It is a parent or carer's responsibility to inform the School Office if there are any updates to the information regarding to their child (eg contact details, medical conditions, food intolerances etc).

## Fees

- **Whole session:** 3.15pm-5.15pm - £12.00 per child, per session.
- **Part session:** 3.15pm-4.15pm or 4.15pm-5.15pm - £6.50 per child, per session.
- The cost of ASC is dependent on arrival/departure time.
- If a child is collected later than 5.30pm there will be an additional **charge of £6.50 for an additional session.**
- Parents/carers are required to pay for every session that their child is booked to attend (even if they are subsequently unable to attend eg for illness). Bookings and payments which have been made in advance will only be refunded in extenuating circumstances. (For example, if a child is taking part in a school sporting fixture or is on a residential school trip.) Please advise the School Office via email if you require a refund.
- Families that utilise Child Care Vouchers etc will still need to email proof of money transfer to the School Office who will then credit their account – enabling them to make a booking.
- If at any point parents/carers no longer wish to utilise ASC, they should inform the School Office in writing.
- If parents/carers are experiencing difficulty making payment, they should discuss this in confidence with the School Office at their earliest opportunity.

## After School Club arrangements

- The ASC will be held in Year 1, run by our own trained staff.
- The ASC opens at 3.15pm and finishes at 5.15pm Monday to Thursday.
- ASC will not operate on INSET or Occasional Days or the last day of the school term.
- Reception and KS1 children will be collected from their classrooms by the After School Club Leader or Assistant. KS2 children will make their own way from their classrooms at 3.15pm.
- Children should be collected from the Year 1 courtyard door via the gate on The Front.
- All children attending the ASC must be signed out by the adult collecting them; the time of signing out must also be recorded.
- Please notify the School Office if someone different will be collecting your child. We will not allow your child to leave with a person for whom we have not received authorisation. Please do not send anyone under the age of 18 to collect your child. There is an “authorised to collect section” on the Registration form.
- **Late Collection** Parents/carers should collect their child promptly at the end of the session. If a parent/carer is delayed they should contact the After School Club leader. If we have not been advised of a delay from the parent/carer by 5.25pm and are unable to contact them, the next emergency contact on the Registration Form will be contacted.
- **Late Collection Penalty** A late collection penalty payment of £6.50 will be applied.
- If parents/carers need to speak to an ASC Leader after 4.30pm (eg regarding late pick-up), please call directly on 01442 505063

## Safeguarding

- Should there be any accidents or incidents involving your child at ASC, you will be informed and they will be treated by a qualified first aider as soon as possible.

**I have read and understood the above terms and conditions and I agree to abide by them.**

**Signature of Parent/Carer:**

**Date:**

**Please print name:**