



## LADBROOKE JMI SCHOOL - AFTER SCHOOL CLUB

### TERMS AND CONDITIONS

The below Terms and Conditions relate to Ladbroke JMI After School Club. Parents/carers who complete a registration form must sign the bottom of the registration form agreeing to these terms and conditions. By signing the registration form you agree that you have read and understood all terms and conditions and any queries should be cleared up before signing the registration form.

1. Registration forms must be completed in full before your child can be allocated a place. This includes accepting these terms and conditions.
2. Parents/carers must ensure all details on the registration form are accurate and up-to-date. Any changes must be made in writing to the school office
3. After School Club starts straight after school. Children in reception and KS1 will be collected from the classroom at the end of the school day. KS2 children will come to the club directly from class.
4. Snacks will be provided by parents. Juice and sometimes fruit is available for all children
5. Parents can book their children on for one hour (3.30pm - 4.30pm or 4.30 – 5.30 if they are attending another club straight after school) or two hours (until 5.30pm) Afterschool club finishes at 5.30pm sharp.
6. Parents/carers agree to abide by the late collection policy attached at the end of these terms and agreements
7. The After School club will not run on days that the school is closed to pupils or on days when the school closes early (e.g. the last day of each term).
8. Parents need to make bookings via the School Gateway by 11.00am on the day you wish to book. After 11.00am please contact the school office. Spaces will be limited and allocated on a first come, first served basis. Bookings will not be accepted without payment. If an emergency booking is made, payment must be made by the following morning at the latest.
9. Child Care Vouchers: Child Care Vouchers are accepted. If you choose to pay with child care vouchers you must allow enough time for the school to be registered with the child care voucher

provider. We cannot authorise any payments with child care vouchers until the school is registered with the provider and payment is collected from the provider. Please note: Registering with child care providers can take up to two weeks depending on the provider. Parents/carers must inform the school office of their means of payment so this can be logged to avoid confusion.

10. Outstanding payment: The school reserves the right to refuse any child entry into the after school club if payment is not made including late collection charges

11. The after school club policies and procedures reflect the school policies and procedures and parents can find these on the school website

12. The after school club staff aim to provide a safe, stimulating and happy environment for all children. The Headteacher and afterschool staff reserve the right to exclude any child whose behaviour is disruptive, following the schools behaviour policy.

13. At the request of a parent, a password system can be set up if you wish to give permission for different adults to collect your child from the club.

14. Cancellations must be made before 11.00am through the school office and your account will be credited for you to use on a future date. Cancellations after 11.00am will not be credited back on your account unless there is an exceptional reason. If you need to make changes to a booking please contact the school.

## **LATE COLLECTION OF CHILD POLICY**

Late pick up of a child can be very distressing for the child in question. We encourage parents/ carers to pick up their children on time and they will incur extra costs if they are late in picking up their child.

If a child is picked up 15 minutes late (i.e. 16.45 or 17.45) the school will add £10 to the next invoice. If there is a second late pick up in the same term then an additional £20 will be charged plus a letter warning that you are at risk of losing your child's place at the after school club. A third late pick up in the same term and you will be notified that your child no longer has a place at the after school club.

Emergencies may arise, where a parent or carer is unable to pick up at the allotted time. The afterschool has a mobile phone which is used by parents in emergencies to inform us if they are going to be late. After 5.30pm a member of staff will ring the 1st contact number on the registration sheet and try to make contact with a parent or carer and find out why the child has not been collected. Two members of staff will be on site until all children have been handed over to an authorised adult.

Parents will be asked to sign the late book on collection of their child from the club.



## Late Collection Signing Out Sheet



Date	Child's Name	Time Collected	Signed