

# After School Club – Terms and Conditions



## 1. Aims

**Our aims:** We aim to provide a service which meets the needs of both Parents/Carers and children. For Parents/Carers, this means knowing that your child is safe and happy in a after school club that is reliable and offers a consistent service. For a child, this means an environment that is safe, supportive, encouraging, nurturing, a place to be with friends and make new ones, try out new activities, to relax, to have fun and enjoy. Parents/Carers are expected to give their support and encouragement to the aim of Samarès After School Club and to uphold and promote its good name. Samarès After School Club will ensure that appropriate standards of behaviour, discipline and hygiene are maintained.

## 2. Parents/Carers authority

**Welfare of the child:** The Parents/Carers authorise Samarès After School Club to take all necessary action to safeguard and promote the welfare of the child. Parents/Carers consent to use such physical contact with children as may be lawful, appropriate, and proper to provide comfort to a child in distress or to maintain safety and good order. Parents/Carers consent also to emergency medical treatment, including surgery and/or general anaesthetic, if certified necessary by a doctor and if Parents/Carers cannot be contacted on the emergency numbers provided in time.

**Collecting Children:** It is the responsibility of the Parents/Carers to provide us with clear instructions of whom is authorised to collect your child or if the child is allowed to walk home at the end of the day. Please complete the booking form accordingly. After School Club finishes at 5pm for children and supervisors. Please ensure that all arrangements are in place for children to be collected on time.

**Absent Children:** When reporting absences to school please ensure that you also notify that your child will not be attending After School Club.

**Accidents:** All accidents, that staff are made aware of, are documented in an accident book, and reported to Parents/Carers where required.

**Loss of property:** Samarès After School Club will not be liable for loss of property brought onto the premises by Parent/Carer or child.

## 3. Entry to Samarès After School Club

In the event of over-subscription priority will be given to siblings of pupils already attending After School Club.

### Registration:

- Ad hoc Sessions – Once a completed Application Form and signed Terms and Conditions form has been returned to us, along with session pre-payment, a child will be registered with our service and bookings for sessions may be made.
- Regular sessions – Following receipt of an application form and signed terms and conditions, the parent/carers will be notified if they have been successful in obtaining a place at the Samarès Primary School After School Club

### Booking a place:

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Ad-hoc sessions – these can be made via email ([a.rocha@samares.sch.je](mailto:a.rocha@samares.sch.je)) or by calling tel: 735415. These are for single sessions only. The Parent/Carer will be notified whether a place is available as soon as possible after receiving the request for a place.

Regular sessions – On receipt of an application form the Parent/Carer will be advised via email from the extended schools email address, [a.rocha@samares.sch.je](mailto:a.rocha@samares.sch.je) if a space is available.

Sessions can be extended by request if there is availability.

### **Session Availability**

The After School club will run from the end of the school day to 5.15pm. There will be **no** sessions during school holidays, on the last day of the term or on inset days.

### **4. Fees and Discounts**

- The cost until 4.15pm is £5.50 and £10.00 until 5.15pm for the second hour.
- Discounts are available for families for £1.50 per hour and £2.00 for 2 consecutive hours per additional sibling committed to the full term.
- Please ensure to settle payment of invoice by due date. If you experience any financial difficulties in making a payment by the due date please contact After School Club Admin and a settlement plan will be arranged.
- Parent/Carers that choose to use the club on an ad-hoc basis must ensure that their account is in credit. Sessions will not be allocated if funds are not available.
- Invoices for regular sessions will be sent out termly. These are payable on receipt. If no payment is received the school reserves the right to cancel a child's place.
- No refund will be given for sessions only part attended.
- No refund will be given if the child is absent (absence includes authorised holiday during term time), sick, or if school is closed due to unforeseen circumstances, e.g., snow.
- Fees will not be charged if a pupil is unable to attend After School Club because of a residential trip organised by Samarès Primary School
- Fees are the responsibility of the person who signed the Terms and Conditions form or who has parental responsibility for the child.
- Persistent lateness of picking up a child will result in the After School place being withdrawn.

### **5. Late Collection Charge**

It is the duty of the Parents/Carers to make provisions for children to be collected promptly. A penalty fee will be applied for late collection as follows:

- £5.00 per child for first 15 minutes
- £5.00 per child for each 15 minutes thereafter

### **6. Changes/ Amendments**

Please be mindful when selecting activities, as an admin fee of £10.00 per child will be applied to any changes or amendments made to confirmed bookings.

**7. Standard terms and conditions:** Reasonable changes may be made from time to time to these standard terms and conditions and to the level of fees.

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## 8. Cancellation and removal

### Termination of the Contract:

- **Ad hoc Sessions** – If Parents/Carers are told that their requested sessions are available, but they choose not to send their child, a charge will still be made.
- **Regular sessions** – Four week's written notice must be given to cancel a child's place at After School Club. Unless permanently cancelling a place, then sessions allocated to a child must be paid for in full.
- A child will leave Samarès After School Club care when he/she leaves Samarès Primary School premises.

## 9. General Conditions

Samarès After School Club staff will be informed of sensitive issues concerning the child on a 'need-to-know' basis.

**Children that have additional needs:** For all bookings, if your child has any additional needs (including any learning, sensory needs, autism, ADHD, physical needs etc) we must take this into consideration as staffing may be limited to provide the appropriate support.

**Equal Treatment:** Samarès After School Club welcomes staff and children from many different ethnic groups, backgrounds, and creeds. Similarities and differences are valued and respected and all children are treated equally. Samarès After School Club will comply with the Special Educational Needs and Disability Act 2001 and will do all that is reasonably possible to accommodate the needs of children with disabilities.

**Discipline:** The Parents/Carers hereby confirm that they accept the authority of the Supervisor and staff to take all reasonable disciplinary or preventative action necessary to safeguard and promote the welfare of each child and the Samarès After School Club community.

**Severe weather:** In the event of Samarès After School Club's closure due to severe weather Parents/Carers will be informed via the school website and via the email system. A refund of session fees would not be made under these circumstances.

**Insurances:** Samarès After School Club undertakes to maintain those insurances which are prescribed by law. Samarès After School Club is covered by the school's insurance.

**Complaints:** Parents/Carers who have cause for complaint in relation to any matters of quality, safety or care must inform the school on [admin@samares.sch.je](mailto:admin@samares.sch.je) or telephone: 01534 735415.

## 10. After School Club Policy documents

More details of the After School Club working practices may be found in the following policy documents;

- Admin of Medicine Policy
  - Counter-Bullying Policy
  - Managing Unacceptable Behaviour Policy
  - First Aid Policy
  - Safeguarding Policy
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- Intimate Care Policy

All the above policies are available on our website. If a copy is required of any of these policies a request can be made to the school office.

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