



**Little Owls - After School Club  
Agreement of Terms and Conditions  
2018 - 2019**

**Name of Child (ren)**

**Class**

I confirm that I have read the Terms and Conditions for Little Owls After School Club.

I confirm that I will abide by the Terms and Conditions laid down by the Club.

**Signed** ..... **Date** .....  
**(Parent/Guardian)**

**Print Name** .....

**Little Owls  
After School Club  
Terms and Conditions**

The Club will operate for Term time only. The Club is self funding and all income will be ploughed back into the Club.

Before we can accept your booking, you must read and agree to the following terms and conditions of the Club:

- Before bookings are made you must register your child and sign the agreement even if you only intend to use the club occasionally.
- Bookings must be made at least 24 hours in advance. If we have spaces available bookings may be made at the last minute.
- Children who are ill cannot attend the club and in the event of sickness or diarrhoea must be off for 48 hours after the sickness or diarrhoea has finished.
- If your child is ill whilst at the Club, staff will contact you to collect your child. No refund will be given.
- You must inform us, in writing, email or verbally, if anybody else, other than those listed on the registration sheet will be collecting your child.
- Please do not arrive late to collect your child. Children can become distressed if they think they have been forgotten. If lateness is unavoidable then please telephone us, penalty charges will apply after 5.45 pm
- Payment is required in advance within two weeks of the date of each invoice each term
- Late payments will be charged at £5.00 per week.
- Adhoc bookings must be paid prior to the session booked.
- Parents who are late collecting their child will incur a charge of £2.00 except in exceptional recognised circumstances.
- Anyone picking a child up will be expected to sign them out of the club when they leave and record the time of signing. All children must be collected by 5.45 pm from the After School Club.
- Staff will administer medicine such as those provided for asthma, diabetes etc. Staff will not administer non prescription drugs and no children should be in possession of them.
- Should you have cause for complaint about the Club there is a formal complaints procedure. We hope any concerns can be sorted out informally with the Play Supervisor or Head Teacher.
- Parents should park in the car park on the left and use the Reception entrance when collecting their child/children from the Club. Arrangements may change during 2018.
- Parents must inform the Club of any change of address or contact phone numbers.

**Other Information**

We will endeavour to cater for all special dietary requirements at the After School Club and children's views will be taken into consideration when planning the menu each week.

After School Club is from 3.00 pm - 5.45 pm. We will provide a snack between 4.00 and 4.30 pm with a drink and a biscuit at 3.00 pm.

There will be activities at the After School Club such as art, craft, board games, sport, play and (weather permitting) outdoor activities. We will also provide an area for reading, computing and homework. More information is contained in our Little Owls After School Club Leaflet.

All children will be registered by the Play Supervisor upon their arrival at the club. The Play Supervisors will adhere to all the school policies provided and school legislation such as:

Disability Discriminations Act, Race Relations Act, Sex Discrimination Act, Children's Act, Data Protections Act and adheres to other school policy and procedures such as Safeguarding and Bullying.

The policies will be kept in the Club and can be viewed during Club opening hours.

Booking forms are available from the office. The forms and invoices will be made up for each term. PLEASE RETURN ALL FORMS TO THE SCHOOL OFFICE.

Any discipline matters will be brought to the attention of the parents by the Play Supervisor. If the problem cannot be resolved then the child may be asked to leave the Club.

**Charges (with effect from September 2018)**

After School Club	£9.00 per session	3.00 - 5.45 pm
	£4.00 per session	3.00 - 4.00 pm
Late Payments	£5.00 per week	

All charges for the After School Club start from 3.00 pm, which means if your child is in an activity in school that continues beyond the end of the school day and you wish your child to attend the club after that time, you will still be liable for the charge from 3.00 pm, as we will have had to reserve the place for them and ensure adequate staffing levels on that day.

Bookings cannot be changed during a term as staffing arrangements are planned from bookings made. A half a term's notice must be given in advance when places are no longer required. (All bookings will be confirmed by email, once a booking has been confirmed the session will be invoiced. **There are no refunds for cancelled sessions.**

**Payments:**

**The preferred method of payment is through the online payment facility (P4S)**, which can be accessed through the school website. This service incurs no additional cost to your card. Childcare vouchers can also be used to pay for Little Owls and Early Birds.