

Sutton Oak CE Primary School



After School Club Terms & Conditions

Effective from April 2024

All bookings and payments are to be made
using the online system Parentpay.

1. After School Club places **must be booked and paid for in advance, by 2pm, on the Friday** of the week before you wish your child / children to attend.
2. There will be a maximum of 30 places.
3. Sutton Oak After School Club will operate between the hours of 3:10—6:00pm, every school day during term time.
4. Fees will be payable via the Parentpay app, **in advance— by 2pm, the Friday before** attending.
5. In **urgent** or **exceptional circumstances**, sessions may be booked (via the office) without the required notice—subject to availability and only if immediate payment is made.
6. If you need this club in an emergency, you **must** telephone the office. Your request will be considered and place(s) offered if possible—taking into account staffing levels and the number of pre-booked children for the session. **Immediate payment would be required.**
7. Places are limited and if all places are fully booked online, we will not be able to take any further bookings.
8. If your child is not collected on time from the club by 6pm, a fixed fee of £5.00 will be charged.
9. It is the responsibility of the parent / carer to inform Sutton Oak staff if another adult, other than the parent / carer, is to collect the child.
10. Children in the After School Club **MUST** be collected by a responsible adult **over the age of 16.**
11. If children become unwell, the After School Club will contact parent / carer, who will need to come and collect their child.
12. Children in Nursery—year 6 and on roll at Sutton Oak CE Primary School can access the After School Club.
13. If children access a (sports) extra curricular after school club, and still need to use the after school club provision after the sports club, the normal rate will be charged.
14. Prices will be reviewed annually and may be increased in-line with inflation.
15. Any films shown at the club will be appropriate for all children, with a rating of U or PG classification. Please notify the office if you do not wish your child to watch films with these ratings.

Booking and charging:

The After School Club contract must be updated annually, at the start of each school year. This form covers your child to attend the club throughout the school year.

Children must be booked into the After School Club in advance, **by each Friday at 2pm**, and payment made through Parentpay, to ensure a place is reserved and available.

In the event that an **urgent** booking needs to be made, this can be taken over the phone by calling the school office. This will need to be **paid through Parentpay immediately**.

Urgent bookings can only be taken on the day if the request is made before 2pm.

Any adjustments to bookings **must** be made by 2pm, the Friday of the week before.

Fees for the After School Club stand at 3:10pm - 5:00pm = £6.00 per child, per session and 3:10pm—6:00pm = £7.50 per child, per session. Unfortunately, we do not offer concessions for siblings.

If parents /carers are late collecting children from the After School Club, finishing at 6pm, a late collection fee of £5:00 will be applied. This **must be paid immediately**. If parents are regularly late, the place may be withdrawn.

Any additional charges incurred for late collections must be paid within 24 hours

If children are expected at the After School Club and they do not arrive, staff will make appropriate checks to ensure the welfare of the child.

Behaviour:

Children attending any of the After School Club sessions are expected to adhere to school rules and expected standards of behaviour. Any misbehaviour will be reported to parents and managed in accordance with our school policies.

Child Protection:

Our After School Club staff will follow the schools Safeguarding and Child Protection Policies.

As part of the registration form, you will be asked to name adults (over the age of 16) who can collect your child / children from the After School Club. You will be asked to provide a password to us, which we will ask the named adult if we are not familiar with them.

Attendance and Illness:

Once a session has been booked, your child / children will be expected to attend.

If the child / children is unwell, the school office should be asked to inform the club that the child / children will not be there due to illness.

Any cancellations made after that should be made by phoning the school office. These sessions will be chargeable.

Children attending the After School Club, who are taken ill, will be comforted and encouraged to rest.

If an illness is thought to be more serious, or a child is unwell when the club starts, a member of staff will telephone the parent/ carer / other contact for the child to be collected.

Medication:

The After School Club will follow the schools policy for administering medication.

All medication stored on school premises must be clearly labelled, in the container supplied by the GP / Chemist. There must be an updated, signed form in the office, which will be photocopied for the After School Club staff to have on site.

Collection / delivery of children:

Any children booked into the club will be collected from class by Club staff or supervised over to the Club by School staff.

If you choose to collect your child early from the Club, the full cost of the session booked, will still stand.

All children must be collected by the club by 6pm . The current fee for late collection (after 6pm) is £5.00.

If you persistently collect your child late from the After School Club, this may result in the removal of this service.

No child is allowed to leave the club alone.

School staff will record pick up times.

Emergencies:

Details are held for each child attending the After School Club. The club would use these forms to contact parents / carers in an emergency. It is the Parents/ Carers responsibility to ensure that emergency details are kept up to date. You can do this by contacting the school office by phone or email: office.suttonoak@sthelens.org.uk if you need to change contact address or telephone details.

Payment of fees:

Payment of fees is due at the time of booking, through Parentpay.

For all bookings, any cancellation charges and late penalty charges incurred will be added to your account.

Emergency sessions that are agreed by the school office will be payable at the time of contact.

Fees will be charged in the event that the child / children fails to attend a pre-booked session because they are on holiday or otherwise absent and the session has not been cancelled by phoning / emailing the office.

If a child who has a session booked goes home from school due to sickness, the session will not be charged.

In the unlikely event that an account runs into significant arrears, parents will be alerted. If it is not settled immediately, we reserve the right to withdraw the place at the After School Club. No further bookings on the online system will be possible, until the account is cleared.

Fees include a snack for the child / children at After School Club.

Complaints / Concerns:

In the event that a parent has a concern or a complaint about the club or the facilities offered, they should raise this in the first instance with the After School Club staff on duty, to attempt to rectify the problem.

If the issue is not resolved, it should be raised with Mr Williams, Headteacher.

Should this complaint or concern still not be dealt with, please speak to Mr Williams, Headteacher, about the school complaints procedure. (Also available on the school website).