



After School Club Terms and Conditions

September 2024

Definitions

In these terms and conditions...

- You means the parent or carer of the child(ren) attending after school club
- Us/we/our means after school club
- ASC means after school club
- Manager/Headteacher means the manager of after school club or headteacher (or in their absence, the deputy manager or deputy headteacher)
- The School means Lower Park School
- In Writing includes by hand or email to afterschoolclub@lowerpark.cheshire.sch.uk

1. REGISTRATION

You must complete our Registration Form before any child can be given a place at ASC.

Registration Forms can be obtained from the ASC manager/school office or downloaded from the School website

<http://www.lowerpark.cheshire.sch.uk/page/wrap-around-care/36870>

You must notify us in writing of any changes to the information given on the Registration Form as soon as possible and ensure that all contact details we have for you are kept up to date.

New registration forms will be required every Autumn Term.

All information that we hold relating to your child(ren) will be held safely and confidentially.

Please indicate the sessions you require and return this form in one of the following ways:

- Via the school office
- Via after-school club
- Via email to afterschoolclub@lowerpark.cheshire.sch.uk

On receipt of the registration form, you will receive an email to confirm whether your place has been accepted. An invoice will be issued for the sessions termly and payment terms agreed.

Payment can be paid in full or agreed part instalments as outlined in the invoice. We accept most forms of childcare vouchers and accept online payment to www.cheshireast.gov.uk/schoolshop

Bookings for each term will become available during the half term prior and you may book on until the closing point of two weeks before the new term starting.

Cancellation of Advance Bookings

Once made, bookings cannot be cancelled without 4 weeks prior written notice to the After School Club manager. Payment will be expected during the notice period.

Normally, we cannot swap places booked in advance to alternative days due to restrictions on numbers.

Ad Hoc Bookings (less than 2 weeks before the place is required)

All ad hoc bookings can be made by:

- downloading the booking form and returning (less than 2 weeks but more than 24 hours)
- Via email to afterschoolclub@lowerpark.cheshire.sch.uk
- via ASC in person
- by telephoning the school office on 01625 872560 (ONLY for booking on the day the place is required)

If you send an email then you will get a reply to confirm that your request for a place has been received and that we are able to offer you a place. You will be invoiced separately for an ad hoc booking.

Please do not rely on leaving a message or sending an email – especially for same day bookings.

If you have not heard back from a member of staff then the booking **is not confirmed**.

Cancellation of ad hoc sessions

Refunds will not be given for cancelled ad hoc places.

OTHER CONDITIONS

FEES

ASC (via the Governing Body) reserves the right to review and increase fees annually.

Current fees are as follows:

£16.00 per session

£17.25 for an ad hoc session

Late collection charges – £10 for every ten minutes

Payment of Fees

Payment can be paid in full or agreed part instalments as outlined in the invoice. We accept most forms of childcare and accept online payment to www.cheshireeast.gov.uk/schoolshop

If a same-day ad-hoc booking has been confirmed and a place allocated, payment is required within that calendar month.

Late Payment

The expectation is that all invoices are paid, or payment plan agreed before rebooking for the following term. Any difficulties in meeting payment conditions should be discussed in confidence with the Manager/Headteacher.

Childcare Vouchers

Payment by Childcare Vouchers is accepted. Please get in touch with the After School Club to set up payments.

ABSENCES

Please let us know as soon as possible if your child(ren) will not be attending ASC to avoid concerns over missing children.

Sickness and Illness

No refunds are given for absence due to illness.

DROP OFF / COLLECTION

You must sign your child(ren) out of ASC.

Under no circumstances will a child attending ASC be allowed to leave with anyone other than you unless you have notified us of the name, address and telephone number of that person.

ASC closes promptly at 5:50 pm. In the event of an emergency and you are going to be late to collect your child(ren) you must contact us as soon as possible to let us know.

As per our price list, a late fee will be applied.

If you repeatedly collect your child(ren) late, we may send you written notice to withdraw your child(ren) from ASC.

BEHAVIOUR

We expect your child(ren) to treat others as they would like to be treated, be polite, helpful and considerate to others and to take care of the area they are using in the School. We follow the school's agreed behaviour policies for both rewards and sanctions.

ASC staff will inform parents/carers on collection, if your child(ren)'s behaviour has been

inappropriate.

Many thanks for your time in considering the above terms and conditions.