



# After School Club Terms and Conditions

## 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 Lindow Community Primary School
- **In Writing** includes by hand or email to [afterschoolclub@lindow.cheshire.sch.uk](mailto:afterschoolclub@lindow.cheshire.sch.uk)

## REGISTRATION

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

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

<https://lindow.cheshire.sch.uk>

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 information forms will be required every Autumn Term.

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

## BOOKINGS

All bookings, either in advance or ad-hoc, require a booking form to be filled in – either by hand or online.

### **Advance Bookings - 2 weeks (or more) before the place is required**

All advance bookings can be made in the following ways...

- via the school office in person
- at ASC in person
- by email via [afterschoolclub@lindow.cheshire.sch.uk](mailto:afterschoolclub@lindow.cheshire.sch.uk)

Bookings can be made for anything up to a half term in advance. Rebooking for regular places will need to take place each half term, 2 weeks before the end of the previous term.

## **Cancellation of Advance Bookings**

You must give us at least 1 week written (or emailed) notice to cancel an advance booking otherwise the full fee is payable.

We cannot swap places booked in advance to alternative days.

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

All ad hoc bookings can be made in the following ways...

- via the school office in person
- via ASC in person
- by email to [afterschoolclub@lindow.cheshire.sch.uk](mailto:afterschoolclub@lindow.cheshire.sch.uk)
- by telephoning the school office on 01625 917269 (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 is definite.

Please do not rely on leaving a message or sending an email – especially for same day bookings. If you have not heard back from someone 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:

First/only child - £10 per session

First Sibling - £9 per session

Subsequent siblings - £8 per session

Late collection charges – £10 for every ten minutes

### **Payment of Fees**

Payment is required in advance, at the time of booking.

If booking is via the school office, this can be done via cheque or cash.

If booking is made electronically, online payment should also be made at this time via [www.cheshireast.gov.uk/schoolshop](http://www.cheshireast.gov.uk/schoolshop)

If a same-day ad-hoc booking has been confirmed and a place allocated, payment is required when you collect your child that evening.

### **Late Payment**

Any difficulties in meeting payment conditions should be discussed in confidence with the Manager/Headteacher. **If a payment isn't made at the time of booking** (with the exception of same day ad-hoc) **then we cannot reserve a place for your child.**

### **Childcare Vouchers**

Payment by Childcare Vouchers is accepted.

### **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 and they provide the agreed password.

ASC closes promptly at 6.00 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.