

## Amblecote Primary School Out of School Clubs Terms and Conditions.

Below are Amblecote Out of School Clubs Terms & Conditions. You will be bound by these throughout your time with Amblecote Out of School Clubs. These are subject to change and we reserve the right to amend these at any time. Please ensure you have read all points listed:

### Opening Hours

- **Breakfast Club** is open 7.45am to 8.55am.
- We offer an 'Early arrival' from 7.30am to 7.45am and this is at an additional cost of £2.00 per day. This must be agreed in advance and is then in place on a termly basis. We require half a term notice if you wish to remove this option.
- Children wanting breakfast should be in Breakfast club by **8.25am**.
  
- **After School Club** is open 3.15pm to 6.00pm Monday to Thursday, 3.15pm to 4.30pm Friday.
- We offer a 'Late pick up' on Fridays from 4.30pm to 4.45pm and this is at an additional cost of £2.00 per child. (Emergency ONLY).  
After School Club closes at 6.00pm Monday to Thursday, 4.45pm Friday and collection after these times will occur an additional charge (see below). We understand there may be circumstances outside of your control but please ensure you have contacted us and where possible, made alternative arrangements to avoid the late collection.

### Codes of Practice

- It is important that Amblecote Out of School Clubs are notified if your child is to be absent. All absence is charged at full price.
- If your child is ill, please call Out of School Clubs by 8am on the day or notify us in advance where possible.
- Any parent wishing to talk to a member of staff regarding their child should arrive at 5.45pm (Monday to Thursday) 4.15pm (Friday).
- Please ensure you are collecting your child/children by 6.00pm Monday to Thursday, 4.45pm Friday. Collection after this time means two members of staff and the Site Manager must remain on the premises and therefore costs are incurred, and you will be charged.
- Out of School Clubs must be informed of any person collecting your child who differs from those named on the Registration form.
- A password must be held on file for each child which can be asked for from anyone collecting the children, but especially someone who either does not usually collect or is not named on the registration form.
- If you do not inform us of someone else collecting your child, you will be contacted before we allow this person to collect your child. If we are unable to contact you, we will not allow your child to leave with this person.
- We would ask for a notice period of half a term when reducing days or terminating your place with ourselves. Thereafter half a term's notice must be given **in writing** to terminate a place or reduce days at Out of School Clubs. For example, place ending 31<sup>st</sup> December, notice to be given by October half term. Place ending Easter, notice to be given by February half term. Your notice period remains chargeable.

## Fees

- If your child attends an extra-curricular club e.g. fitness stars, choir etc. a holding fee of £4.00 will be charged. If your child attends After school club after the extra-curricular club has ended, you will be charged £6.00.
- Payment requests are issued on a weekly basis electronically (paper copies available on parent's request).
- Fees are payable **in advance**.
- A £25.00 late payment fee will be applied if payment is not made in full in advance.
- Discount for second and subsequent siblings will be given at a rate of £1.00 reduction per session.
- Late collection of your child/children (after 6.00pm Monday - Thursday, 4.45pm Friday) will incur a £30.00 charge. After 4.30pm (Monday-Thursday) will incur full price of club. This will be to cover staff costs and will be added to that week's payment and must be paid within 7 days of the late collection.
- Your child will be signed in and out every day and the time will be noted.
- All absences are charged at full price.
- If you are making pre-agreed 'Average' payments through a re-payment plan, over an agreed period, you will be required to pay any deficit should you leave during that period. This must be paid before the child leaves.

## Arrears and Debt Recovery

- If payment is not received in advance, we will issue a reminder, and this will incur a £25.00 fine. This will be applied to the following week's payment request.
- If you are struggling to make payment, please contact us to discuss in the first instance.
- We will work with you to agree a repayment plan.
- If no payment is made and we are unable to contact you, further action will be taken which will include the following:
  - Additional administration fees
  - Transfer of your account to our debt collection agency Sundry Debtors Team.
  - Ask you to reduce the days your child attends
  - Ask you to remove your child/children from Amblecote Out of School Clubs. This could incur a one month 'notice period' charge.

## Sickness

- Children suspected of suffering from infectious conditions will be excluded from the Out of School Clubs for 48 hours of until medical treatment has been sought and the child is well.
- In an emergency we need to contact you quickly. It is therefore VITAL that you update any changes of contact details with us.
- We may ask you to remove your child from the Out of School Clubs for a period if we feel they may have a contagious illness to ensure we minimise the risk of this spreading. See our Sickness Policy, Illness and Communicable Diseases Policy and Medication Policy on the Amblecote Primary School Web site.

- Unwell children cannot be left at Out of School Clubs and although this may not be convenient, parents must leave work or nominate somebody to collect the child if we request this.
- If your child is on medication you must complete a 'Medicines in school' form before the medicine can be administered.
- Children suffering from Diarrhoea and/or vomiting will not be allowed into Out of School Clubs for 48 hours after the last bout. Children suffering from Chicken pox will not be allowed back until all the spots have dried over.
- Management reserve the right to refuse a child into the Out of School Clubs if they feel the child is not well enough to attend.

### Personal Property

- We cannot accept responsibility for lost or broken items and staff may not always have time to look for these items.
- No toys should be brought into the Out of School Clubs.
- Everything you bring into clubs must be clearly labelled with your child's full name.
- When weather permits, children will be taken outside and therefore you should supply suitable clothing i.e. coat and sunhat.
- The carpark is owned by Dudley Council LA and is for school staff use only. Parents are not permitted to park on the car park, or drive up the school drive for safety reasons, and must park in an alternative location.

### Policies

Access to the Out of School Club policies can be found on the school website. The Whole School policies are available on request.

- Admissions Policy (Out of School Club Specific Policy)
- Out of School Club Aims and objectives (Out of School Club Specific Policy)
- Health and Safety Policy (Whole School Policy)
- Security Policy (Out of School Club Specific Policy)
- Complaints and Comments Policy (Out of School Club Specific Policy)
- Equal Opportunities Policy (Whole School Policy)
- Parental Involvement Policy (Out of School Club Specific Policy)
- Risk Assessment (Whole School Policy)
- Child Protection (Safeguarding) children Policy and Addendums (Whole School Policy)
- Behaviour Policy (Out of School Club Specific Policy)
- Special Educational Needs Policy (Out of School Club Specific Policy)
- Reportable accidents, Dangerous occurrence or case of disease Policy (Whole School Policy)
- Accident reporting policy (Whole School Policy)
- Emergency Fire Procedure Policy (Out of School Club Specific Policy)
- Food and Hygiene Policy and Nutritional Food Policy (Out of School Club Policy)
- Smoke Free Policy (Whole School Policy)

- Anti-Bullying Policy (Whole School Policy)
- Sickness Policy (Out of School Club Specific Policy)
- Illnesses and Communicable Diseases (Out of School Club Specific Policy)
- Medication Policy (Whole School Policy)
- Lost Children Policy (Out of School Club Specific Policy)
- Late and Uncollected Children Policy (Out of School Club Specific Policy)
- Toileting Policy (Out of School Club Specific Policy)
- Head lice (Whole School Policy)
- Fees Policy (Out of School Club Specific Policy)
- Empty Pockets Policy (Out of School Club Specific Policy)
- Conflict of Interest Policy (Out of School Club Specific Policy)
- Evacuation Policy (Out of School Club Specific Policy)
- Priority Policy (Out of School Club Specific Policy)
- Anti-Fraud Policy (Whole School Policy)
- Whistle Blowing Policy and Addendum (Whole School Policy)
- Nut Allergy Awareness Policy (Whole School Policy)
- Debt Collection Policy (Whole School Policy)

I agree to adhere to all Amblecote Out of School Clubs policies and procedures and agree to work in partnership with the Out of School Clubs. I agree with all points in this document.

Signed .....

Date.....

Print Name .....

Child/ Children's Name(s).....