



## Hartford Manor After School Club

### TERMS AND CONDITIONS

#### **FEES:**

3:20- 6:00PM - **£9.00** (LIGHT SNACK INCLUDED)

Light tea (served at 5:00pm) - **£1.00**

Fees are required to be paid on the first day of the week attending, which can be paid by cash or cheque to be made payable to **Hartford Manor CP School**.

**Childcare vouchers are accepted. Please speak to the After School Club manager or ask at the main office if you have any questions.**

**Pre booked sessions must be paid for**, if notice is not given to cancel, as we are unable to reallocate the sessions.

If your child is absent from club due to illness or holiday, fees must be paid to keep their place open.

#### **NON PAYMENT OF FEES:**

If fees are not paid on time, the club will notify the Parents/carers as soon as possible to request payment. If payments of fees are outstanding for more than 14 days the manager will issue a formal warning, which may result in your child's place being forfeited. If fees are persistently late with no explanation the club may be forced to terminate the place.

#### **TERMINATION OF CONTRACT:**

If you wish to terminate your contract with the club we will require two weeks written notice.

#### **NO SMOKING POLICY:**

Smoking is not permitted in or around the school premises.

#### **REGISTRATION FORM:**

Please make sure you have completed and returned the Registration form. It is important that the information on this form is kept up to date. Please inform a member of staff as soon as possible if details need to be changed.

#### **LATE COLLECTION:**

Parents/Carers that arrive late on more than two occasions **without contacting the club**, will incur a charge. Please contact the club as soon as possible to inform us if you are going to be late.

#### **ARRIVAL AND DEPARTURE:**

- Children will be dismissed from class at 3:20 and will be escorted to After School Club.
- Children should be picked up from club by their Parents/Carers.
- If a person, other than a Parents/Carers is to pick the child/children, the club must be notified by the Parents/Carers prior to that session.
- Parents/Carers are asked to sign their child/children out of club at the end of the session.

#### **CHILD ILLNESS:**

If your child becomes unwell at club you will be notified as soon as possible.

In the event that we cannot contact you and urgent hospital treatment is required then an ambulance will be called and a senior member of staff will accompany your child. **Please ensure you have completed and returned the Emergency Medical Treatment Form**, allowing staff to give permission for emergency treatment. The form should be kept up to date. Please inform a member of staff of any changes.

If a child has a communicable disease which has been confirmed by a doctor, the club should be informed immediately so we can let the other parents/Carers know.

#### **MEDICATION:**

The club only administers **prescribed** medication (other than inhalers) under exceptional circumstances.

If it is necessary for **prescribed** medication to be taken during the sessions in club, Parents/carers and staff should discuss such situations at the earliest possible opportunity and decide together the best course of action.

Parents/Carers of children who require medication, such as inhalers are asked to complete the details the registration form, which has the relevant details and our Asthma Information Form.

#### **SECURITY:**

- The entrance door to the club is to be kept locked at all times.
- Please be vigilant when arriving and upon leaving the club to ensure your child/children's safety and the safety of the other children.
- Please ensure that you do not hold the door open for anyone who may be outside and if you are unsure please speak to a member of staff.

#### **DISCLAIMER:**

The club accepts no responsibility for any loss or damage of belongings.

#### **AFTER SCHOOL ACTIVITIES:**

If your child attends any after school activities you are required to pay for the missed session to secure your child's/children's place.

#### **BEHAVIOUR:**

The club and staff will manage behaviour according to clear consistent and positive strategies.

Parents/Carers are encouraged to contribute to these strategies, raising any concerns or suggestions.

**POLICIES AND PROCEDURES:**

The after school club is run with the guidance of our comprehensive policies and procedures. Please speak to a member of staff if you would like a copy or to see them.

Name of child.....

I/We have received and read the Terms and Conditions for registration at Hartford Manor After School Club.

I/We agree to abide to these conditions.

Signed.....

Date.....

Print name.....

Signed.....

Date.....

Print name.....

