



## BEFORE & AFTER SCHOOL CLUB

### TERMS AND CONDITIONS – January 2024

**IMPORTANT NOTICE: In choosing to use our Before & After School Club you are agreeing to our Terms and Conditions which are set out below. If you are not willing to abide by them, please do not use the Club.**

Morning sessions cost £6.50

Drop off is between 7.40am – 7.55am at Westhill Road. Please note: Breakfast is served between 7.45am - 8.15am only. If your child arrives after this time, we are unfortunately unable to offer breakfast.

Evening sessions cost £8.50

Finish time is at 5.20pm.

1. When your child/children's place is confirmed there will be a one-off annual fee of £10.00 to cover insurance and administration fees. This fee will be a non-refundable fee. This fee must be paid via Arbor before your child/children start at the Club. For families using the Club you only pay one £10.00 annual fee.
2. **Cancellation of Places:** To cancel your child's place in the Club you must give at least one whole month's notice and will be charged for that period e.g., to cancel from 1<sup>st</sup> July, notice must be given on or before 1<sup>st</sup> June.
3. Sessions are allocated to parents in the knowledge and agreement that sessions cannot be changed or cancelled unless you adhere to No 2 above. Occasionally, there may be extenuating circumstances. In this instance, a request can be put in writing to the Head Teacher, for consideration. Parents will be informed in writing of the outcome of the request.
4. The amount due for the month's fees will be added onto Arbor on or around 24<sup>th</sup> of each month. An invoice is available upon request. Payment is required by the beginning of each month and should be paid in advance for the month ahead. Please contact the office if you cannot meet the due date, if we do not hear from you, your child's space could be at risk of being cancelled.
5. If fees are not settled within this period, and no contact has been made with the Office Manager in cases of difficulty, the school will follow the Debtor's procedure (copy available on the school website and at the B&A Club).
6. By accepting a place, you agree to abide by the sign in/out practise within the Club. It is the parent/guardian's responsibility to notify the Club staff (not the admin staff) if a child is not attending the Club for any reason or if there is a change in who is collecting a child. If contact has not been recorded the child will not be allowed to leave with someone not on the club's list. The mobile telephone number of the Club is 07458 047 479 – please leave a message if there is no answer.



7. Late collections will be monitored carefully and late collection of children will incur a charge and affect your child's place at the Club. For late collections up to 15 mins late you will be charged £5; after 15 mins late you will be charged £10 for every 15 mins thereafter. The charge will be added to your next invoice.
8. Any price increases will be notified in writing. Any changes to the Club's Terms and Conditions will be notified in writing.
9. If your child is attending a residential trip such as Alton Castle and Dol-y-Moch, which results in them not attending the Club, you will not be charged. You will also not be charged for bank holidays, school holidays or Teacher Training Days. No credits or refunds will be given for a child's absence e.g., due to other trips, sickness, holidays taken during the school term, etc. If during the year your child participates in before or after school additional lessons or extra-curricular clubs/matches you will still be charged.

The Governing Body and the Head Teacher take responsibility for Christ the King Before & After School Club.