

# After School Club Terms and Conditions 2023/2024



## Contact Details:

Holme Slack Community Primary School Office : 01772 795257

After School Club Mobile : 07523 462003

After School Club Email : [clubs@holmeslack.lancs.sch.uk](mailto:clubs@holmeslack.lancs.sch.uk)

## 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 Holme Slack Community Primary School
- **In Writing** includes by hand or email to [clubs@holmeslack.lancs.sch.uk](mailto:clubs@holmeslack.lancs.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.

[Home | Holme Slack Community Primary School \(holmeslackprimary.co.uk\)](http://holmeslackprimary.co.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 must be made via Parent Pay and paid for in advance ([ParentPay - Leading Cashless Payment System for Schools](#))

## Fees

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

Current fees are as follows:

£10 per session

Late collection charges – £10 for every ten minutes

**Cancellations**

You must give us at least 1 week written notice to cancel a booking otherwise the full fee is payable. If your child is absent from school then charges will still be applicable.

**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 then we cannot reserve a place for your child.

**Drop off and collection**

Collection will be from the school gate using the 'ASC' buzzer to call the staff.

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 5.45 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.

There will be no ASC provision on the last day of each full term in December, March/April and July.

**Safeguarding**

Please ensure that the people listed in the emergency contact information the school holds are contactable during the hours that ASC is open.

If a child has not been collected by 6.15pm then the school non-collection protocol will be followed which will involve contacting Children's Social Care.

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. If behaviour continues to be an issue then your child's place may be cancelled if we can not ensure their safety or that of other children or staff.

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I agree to the above terms and conditions for my child/children : \_\_\_\_\_

Signed : \_\_\_\_\_

Name : \_\_\_\_\_

Date : \_\_\_\_\_