

St. Stephen's Junior School

Extended School Clubs

Parent Agreement

Your child is being cared for at St. Stephen's Junior School Extended School Clubs and in order to maintain our high standard, it is important that parents/carers read the following agreement.

- We care for children aged 4 to 11 years.
- The Breakfast Club opens at 7.30am for children booked into the early opening session. All 8am bookings cannot be accepted before this time. The latest children can be collected from after school club is 6pm.
- All sessions requested on your registration form will be charged for. If you would like to make any amendments to your booked sessions we will require 2 weeks' notice in writing.
- If extra sessions are required, please contact the Manager giving at least 24 hours notice and we will try to accommodate your request if we have space available. Please make sure that you drop your child off and pick them up at the correct times as the staff ratios have to be maintained as stated in the welfare requirements, therefore we ask parent/carers to adhere to these times strictly.
- There will be a late collection charge of £15 for every 15 minutes or part thereof, after 6pm. Parents/carers are asked to inform us if they are going to be late collecting their child or of any changes with the collection of their child, this can be done by telephone or text. If your child is not collected by 7pm and no contact has been made with the Manager then the appropriate authorities will be contacted, this could include the Police or Social Services.
- If any person other than a parent/carer is collecting a child from the after school club, we **must** be informed and this person will be required to give us the password stated on the child's registration form. If we are not informed, we will contact the parent/carer by telephone before allowing the child to leave. All children must be collected by a responsible person and signed out.
- Breakfast will be provided and is included in the cost of Breakfast Club. A light snack will be provided at After School Club and is included in the cost. Snacks from home are not permitted. If your child has any special dietary requirements, please note it on your registration form.
- It is important that we are notified if your child is going to be absent and the reason for your child's absence. This can be done by email, telephone or text. Please **do not** rely on your child's school to inform us.
- Fees must be paid in advance. **If your child is absent, full fees must still be paid** as the cost of staff, heating, lighting etc still having to be met. Due to increasing demand and limited spaces available NO child will be admitted without payment having been received in advance.
- The only exception to full fees being payable is for sickness or an authorised absence. The Manager will need to see a copy of the signed school authorisation form and half the usual cost will apply to keep your place open.
- There is an administration fee of £20.00 per child, payable annually and we also require a £50.00 refundable deposit per family to secure a place for your child.
- Please remember that the payment policy is strictly adhered to. Fees may be paid by cash, bank transfer or cheque made payable to St Stephen's Junior School. We also accept childcare vouchers.
- We will expect parents to co-operate with us by not sending their child to either club if they have any

infectious or contagious illness i.e. doubtful rash, chicken pox or conjunctivitis, until you have seen a doctor and they are no longer contagious. Also, we will not accept your child if there is evidence that they have head lice which needs to be treated with the appropriate medicated shampoo before they can return. If a child has vomiting and diarrhea they need to be kept at home until 24 hours after the symptoms have disappeared. Staff will also be asked not to attend under the same circumstances. The Manager reserves the right to remove a child from either club to hospital in the case of an emergency.

- You are advised to mark your child's clothing with their name; this is not compulsory but does help us to identify clothing. Children will have access to the outside at all times and also to messy play activities. Extended school club t-shirts are available to buy at a cost of £6.00 each, these are purple with the school logo embroidered in white.
- Each child is given a bucket for their belongings e.g. bags, coats and anything they may make during the day, these must be taken home at the end of each day.
- If you would like to remove your child from the either club for any reason then we will require 2 weeks' notice in writing.

If you have any questions regarding any of the above issues, please do not hesitate to contact the Manager and if any of the details change at any time please inform us as soon as possible.

We reserve the right to remove a child from either club for any breach of agreement or for inappropriate behavior.

Signature of parent/carer.

Date

Please sign, date and return one copy to us with your completed registration form.

Ruth Gough– Manager

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