



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 and sign the following agreement.

- We care for children aged 4 to 11 years.
- The Breakfast Club opens from 7:30 for children booked into the early opening session. All 8am bookings cannot be accepted before this time.
- 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 one month's notice in writing.
- If extra sessions are required, please contact the Manager, Mrs Gough giving at least 24 hours notice and we will try to accommodate your request. Please ensure that any additions have been authorised before your child attends the session required.
- Please ensure that your child/children are dropped off and picked up at the correct times to enable staff ratios to be maintained as per welfare requirements.
- Parents/carers must inform us if they are going to be late or if there are any changes affecting collection of their child/children, this can be done by telephone or text.
- If any person other than a parent/carer is collecting a child from the after school club we **must** be informed. 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 of Extended Schools.
- If a parent/carer is late to collect their child/children and no contact has been made with the Manager then the Head teacher will be informed. A decision will then be made to contact the appropriate authorities, this could include the Police or Social Services.
- 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.
- All children should be collected from the After School Club by 5pm for a 3– 5 session or 6pm for a 3 – 6 session. A late penalty fee of £15.00 per 15 minute period, or part thereof, will be charged for late collection.
- There is a non –refundable administration fee of £20.00 per child, payable annually.
- Payment of fees (subject to change) is required monthly in advance. Fees can be paid by cash, cheque, BACS and childcare vouchers. All sessions requested on your registration form will be charged for in full other than for cancellations due to sickness or medical appointment. If you would like to cancel your pre-booked sessions we would require one month's notice in writing.
- An email invoice will be sent to parents detailing the cost of sessions for the month. If monies are not received by the date specified a reminder invoice will be issued. If, following this reminder there



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is still no payment, no explanation or arrangement made to pay we have the right to cancel any further sessions. This may result in your child losing their allocated place within Extended schools.

- Breakfast will be provided and is included in the cost of Breakfast Club, Breakfast is served between 8am to 8:30.
- 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.
- We expect parent's 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. 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.
- 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.
- 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.
- 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 one month's notice in writing.
- We reserve the right to remove a child from either club for any breach of agreement or for inappropriate behaviour.

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.

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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