

**ST TERESA'S CATHOLIC ACADEMY**

**AFTERSCHOOL CLUB TERMLY CONTRACT**

CHILD/CHILDREN'S NAMES:-----

CLASS:-----

DATE TO START SESSIONS:-----

I wish my child to be booked regularly to the following sessions

Mon	Tues	Wed	Thurs	Fri

I wish my invoice to be sent via e-mail and my address is

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Please give details of any medical condition staff should be aware of

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Please give details of any allergies e.g. foods, skin contact .....

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Please give any other information you feel our staff should know about your child:

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I agree to the terms and conditions as detailed below.

Signed  
(Parent/Guardian).....Date.....

AFTERSCHOOL CLUB TERMS AND CONDITIONS – (please keep this sheet)

- ABSENCES** Refunds will not be given for non-attendance of ad-hoc bookings unless 24 hours notice is given. No refunds for non-attended contracted sessions are available. **Please advise a member of staff if your child will not attend a contracted session as parents will be contacted if a child does not arrive at Afterschool Club. Text messages can be sent to our ASC mobile number to advise of non attendance.**
- ACTIVITIES:** Children may choose activities from a wide range of board games, ICT, outdoor games, and arts & crafts plus there are a selection of adult led activities. Junior children have the opportunity to complete homework within the session. Children will also have the opportunity to support the school team in any home sporting fixtures.
- ADHOC BOOKINGS:** Additional sessions may be booked at the reduced rate of £12.00 per session but will be subject to availability.
- BEHAVIOUR:** In the event of a pupil behaving in an unacceptable manner the child will be given a warning and the parents will be notified. If this occurs on more than two occasions, on the third occasion, the child will be unable to attend his or her next session.
- COLLECTION:** **There is no parking on the school site at anytime.** Please ensure you park legally around the area of the school. Children can be collected any time before 6pm. Collection is from the main school office. Please ring the mobile number provided and advise the staff of who you are collecting and they will be brought to you, please allow a few minutes for this process. **A late collection fee of £5.00 is charged for every five minutes after 6.00pm.**
- CONTACT:** Mobile phone – 3.00pm – 6.00pm only. Text messages can be received throughout the day.
- FEES:** Parents will be invoiced for the whole term. Invoices should be paid in advance either monthly, half termly or termly. Payment can be made by direct payment or by childcare vouchers, details are provided on each invoice. Payment should reach our bank account by the end of the month, please allow 3 working days for payments to reach our account. Any payments received after this date will be subject to a £25.00 late fee.
- NOTICE PERIOD:** One month's notice is required to cancel or reduce any contracted sessions. Parents will still be invoiced for one calendar month following the date of the notification regardless of when in the month you advise us. Increases in contracted sessions will be subject to availability.
- TEA:** Will be served at from 4.15pm to 5pm. Children can choose from either bread or wraps and can choose from a selection of meats, cheese and vegetables. A selection of fruit is available at all times. Please advise of any dietary requirements before your child starts.
- TOILET TRAINING:** Whilst we are able to accept children who are still in nappies into our Pre-School we are unable to accept children into our Breakfast and Afterschool Club until they are fully potty trained as we do not have the staffing or facilities to accommodate this.

In the event of school closure due to critical weather conditions or emergencies, refunds will not be given. However, if you wish to book any additional sessions as compensation then these can be booked, subject to availability. **Mobile phones should not be used or seen at any time whilst on school premises.**

Jan 23