



PortwayPlus + Juniors

Portway Junior School After School Club Agreement

Child's name.....

Terms and Conditions

The below Terms and Conditions relate to Portway Junior School's After School Club. Parents/carers must sign the registration form confirming they have read and understood all terms and conditions.

1. Registration forms must be completed in full before your child can be allocated a place. This includes accepting these terms and conditions.
2. Parents/carers must ensure all details on the registration form are accurate and up-to-date. Any changes must be made in writing to the After School Club Manager.
3. After School Club starts at 3.20pm.
4. After School Club finishes at 5.30pm, parents can collect children any time before 5.30pm.
5. An authorised adult must sign the attendee out of the After School Club on each afternoon they attend.
6. Parents/carers agree to abide by the Late Collection Policy. Parents/carers who collect their child after 5.30pm will incur a late collection penalty of £20. Parents/carers agree to pay this charge before their child continues to attend After School Club.
7. After School Club will not run on days that the school is closed to pupils. Parents/carers will not be charged for days that the club is closed.
8. If your child is unable to attend a session, you must notify After School Club Manager on 01264 352060. You must also notify the appropriate school office if their absence means they will be absent from school.
9. The after school provision is additional care outside normal school hours. The club's policies and procedures reflect the school policies and procedures.
10. The After School Club staff aim to provide a safe, stimulating and happy environment for all children. The staff reserve the right to exclude any child whose behaviour is disruptive, following the schools' behaviour policies.

11. We will endeavour to provide a high quality service to children and will seek feedback from parents/carers from time to time. If you have any concerns please speak to the After School Club Manager. If this is not resolved please contact the Headteacher at Portway Junior School. If you are unable to resolve this issue please follow the schools' formal complaint procedure.

Payment

12. At time of booking you select specific days/dates which you would like your child to attend. If your child is unable to attend for any reason you will not be entitled to a refund. Payment for sessions must be paid at the time of booking.
13. Child Care Vouchers: Child Care Vouchers are accepted. If you choose to pay with child care vouchers you must allow enough time for Portway Junior School to be registered with the child care voucher provider. We cannot authorise any payments with child care vouchers until the school is registered with the provider and payment is collected from the provider. Please note: Registering with child care providers can take up to two weeks depending on the provider.
14. Outstanding payment: The After School Club staff reserve the right to refuse any child entry into club if payment is not made this includes late collection penalty charges.
15. Once your child has been allocated a place you must give one months' term time notice (four weeks while the school is open) to cancel this agreement. Any session within this one month notice period will need to be paid in full. Refunds can only be arranged through the school office.

I have read and agree with the terms and conditions in this agreement.

Parent/carer.....Date.....

Please print name.....

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LATE COLLECTION POLICY

Parents and Carers must read, agree and sign to the After School Club Terms and Conditions. The After School Club Late Collection Policy is part of these terms and conditions. Your child's club placement is not confirmed until the school receives acknowledgment and signed agreement of the terms and conditions along with a club registration form.

After School Club - Late Collection Policy

It is extremely important that children are collected on time from our extended services as late collections can cause major issues for the staff and the school.

After School Club finishes promptly at 5.30pm.

Parents/Carers agree to make appropriate arrangements for their child to be collected at the stated finish time. Please be aware that late collection after this time will be charged a £20 late penalty.

Parents/Carers must appoint a responsible person to collect their child and those responsible persons must be named on the registration form. It is parents/carers responsibility to ensure those authorised to collect children understand the importance of collecting the child on time.

Please Note: Children will only be dismissed to the responsible adults named on the registration form. Any confusion which leads to the child remaining in the schools' supervision will result in the late fee being charged. A record of late collection will be maintained by the After School Club Manager.

On the first occasion that a child is collected late; parents/carers will be reminded of the late collection policy.

On the second occasion that a child is collected late in the same academic year parents/carers will be reminded of the late collection policy and **a £20 penalty will be charged.**

If late collection becomes frequent, the After School Club Manager will have an informal chat to resolve the problem. If this fails, the matter will be referred to the Management Committee. As a final resort, parents will be asked to withdraw their child from the After School Club.

Parents/Carers must contact the school if they are aware that they will be late to collect their child. Please contact the After School Club team on 01264 352060. If you are unable to contact the After School Club please contact the school office.

I have read and agree with the terms and conditions in this agreement.

Child's name

Parent/carer.....

Please print name..... Date.....