



## TERMS AND CONDITIONS FOR THE HARVEY ROAD AFTERSCHOOL CLUB 2018-2019

In all respects, the Afterschool Club will be run by Harvey Road School. For this reason, all practices and expectations will follow the schools policies and procedures with particular regard for: Safeguarding, Health and Safety, Behaviour Management and Equal Opportunities.

### ADMISSION CRITERIA

Admission into Harvey Road School's Afterschool Club will be decided on the numbers of applications. There are a maximum number of places available each day.

Attendance will only be possible if your child attends Harvey Road School from Nursery to Year 6.

The criteria for admission to the Club set out below will only be used in the event of there being more applications than there are available places. Therefore, every child will be offered a place if there are more places at the club than applicants.

In order of priority, if there are more applicants than available places for one day then each case will be assessed on the following criteria:

1. Attendance will be based on a 'first come first served' basis. The principle being that the further ahead you book the more likely a place will be available.
2. At the start of year, when we allocate places to new admissions, siblings of children currently enrolled will have priority over non-siblings.
3. Children who have attended the club on a permanent basis, at least once per week, in the previous term/year.

### APPLICATION FORM

Children can only attend if an application form and any relevant medical forms have been completed. The Afterschool Club Leader must have received this application form at least 24 hours prior to your child attending.

### BOOKINGS

- Regular bookings will follow the admissions criteria (See above)
- For irregular bookings, contact must be made to the Afterschool Club Leader by 10.00am, on the day the booking is required, at the very latest. Requests for attending the Afterschool Club received after this time will not be processed. The contact details are:
  - [afterschoolclub@harveyroad.herts.sch.uk](mailto:afterschoolclub@harveyroad.herts.sch.uk)
- You will receive confirmation by email that there is a place for your child
- Please inform the Afterschool Club as soon as possible if your contact details change

### PAYMENTS AND CANCELLATIONS

- A single payment per session will be charged:  
3.15/3.20 – 6pm: £11.50                      Siblings: £11.00 per child
- Payments will be charged on a half termly basis
- All payments will be invoiced in the half term prior to your child being at the club
- Payment in full **must** be received by the Club Leader by the invoice **due date**.

- If the school has not receive advanced notice of a late payment, with an acceptable reason for defaulting on the payment, then a £10.00 administration charge may be levied.
- Should payments be late then the Afterschool Club Leader holds the right to withdraw your child's place. Should this occur, you will be given at least 1 weeks' notice.
- Should there be personal circumstances that make payments difficult then an appointment should be made with the Headteacher.
- Payment should be made by either child care vouchers or through the Parentmail website.
- This payment will cover the cost of a snack such as sandwiches, biscuits, fruit etc. Food may vary depending on availability and special events. The snack will be provided between 4-5pm, depending on the activities that the children are taking part in.
- If your child leaves prior to 6pm the same charge will apply.
- An authorised adult must sign the attendee out of the club each day.
- Ad hoc bookings will be invoiced at the end of each half term.
- 14 days' notice or more must be given for cancellations or full payment will be due. The 14 days must be term time days.
- There will be no reimbursement of fees for absence due to illness or other family circumstances that prevent your child attending.
- Should the school be closed unexpectedly then you will be entitled to a full reimbursement and the following half terms fees will be reduced accordingly.
- Parents/Carers who collect their children after 6pm will be charged an additional late payment fee of £15. Those parents/carers that are consistently late will be asked to leave the club.
- If you need to contact the After School Club Leader during the hours of the club then the mobile phone number is 07506 755473.
- Fees will be reviewed periodically.
- Those on the club waiting list will be notified when a place becomes available. You should notify the Afterschool Club Leader if you no longer wish to remain on the waiting list.

## **TERMINATION**

- Notice in writing/email must be given to the Afterschool Club Leader at least 14 term time days ahead of the proposed termination.
- There will be no refund if your child is asked to leave the Afterschool Club due to poor behaviour.
- The school reserves the right to terminate the club or withdraw your child from it at any time.

Every feasible attempt will be made by the school to ensure that families are well informed about all aspects of the Afterschool Club provision. Should you have any questions about any of the above points then please speak to the school office for support.

## **HARVEY ROAD SCHOOL AFTERSCHOOL CLUB**

I have read and agree to follow the details as set out in the Terms and Conditions for the Afterschool Club document.

I accept that it is my responsibility to inform the Afterschool Club of any allergies or illnesses that may affect my child's wellbeing.

Child's Name: \_\_\_\_\_

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

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

Name: \_\_\_\_\_ (Printed)

