

The Colleton After School Club (ASC) Terms and Conditions

October 2020

Bookings

- The After-School Club (ASC) is for sole use of children attending The Colleton Primary School.
- Bookings are made, in advance for the term. In the event that places are not available on the required day(s), a waiting list will be maintained.
- Bookings will only be confirmed once the terms fees have been paid in full. Where payment is to be by childcare vouchers evidence that they have been sent to the school will be required.
- Notice of intention to stop using the ASC must be supplied in writing 4 weeks in advance, by a Parent/Carer to the asc@colleton.wokingham.sch.uk email.
- If no changes are advised and payment has been made, it will be presumed that the next term's booking will be the same as the previous term.

Ad-hoc Sessions

- Where spaces are available ad-hoc sessions will be offered at a higher fee than booked sessions.
- These must be requested by email to the asc@colleton.wokingham.sch.uk email address before 2pm on the day before the session is required.
- Email confirmation that the place is available will be sent by 6pm.
- Payment must be made within 5 days.
- The asc@colleton.wokingham.sch.uk email will only be monitored between 2pm and 6pm.

Cancellations

- Notice of intention to stop using the ASC must be supplied in writing 4 weeks in advance to the asc@colleton.wokingham.sch.uk email.
- Session fees are non-refundable. In the event of an unforeseen school closure (i.e. snow day or lockdown), a 50% refund will be offered to all users. If a child is asked to isolate by the school or NHS Track and Trace a 50% will also be offered.
- There will be no refund or reduction of fees for pupils who attend school or residential visits or after school extracurricular activities. There will be no refund or reduction of fees where places are cancelled without the required notice or where the child is absent from school for any reason.
- Parents who pay by childcare vouchers need to check their providers refund policy.

Fees & Payment

- In normal circumstances fees will be reviewed and set by the School Governors annually in April/May for implementation in September. Parents / carers will be sent a letter detailing the new fees by the end of the Summer Term. This has not been possible this year. The fees have been reviewed considering the increased staffing ratios and additional costs for resources and cleaning. These will be reviewed again when the ASC returns to its pre-pandemic format.
- Fees from the 2nd of November 2020 will be £12 for sessions booked in advance and £13.50 for an ad-hoc session.

- The ASC will accept payment for fees by online payment. Childcare vouchers are also accepted; a list of current companies is available on the school website. Please allow enough time for the money to reach the account before term starts.
- Bookings and payments will be administered using the Scopay system in the same way as school dinners and trips. Users will be able to see the sessions booked and any balances.
- At the end of every term a payment reminder will be emailed to ensure that payments are received in time to confirm places for the following term. Please contact the ASC Manager or the School Business Manager as soon as possible about any payment concerns.
- If the amount is still outstanding at the start of the term a cancellation of membership letter will be issued stating that terms of membership have been breached and the child's registration is cancelled. The place will then be offered to a child on the waiting list.
- Staff will not enter into any negotiation with parents about fees; any request for special terms etc will be referred to the School Governors, who will have discretion in resolving such matters in fairness to both parties.

Late Collection Fee

- A late collection fee will be charged at the rate of £5 per 10 minutes or part thereof after 6pm. Persistent offenders will result in their registration being cancelled and their usage of the ASC being withdrawn.

Withdrawal of Membership

The ASC reserves the right to withdraw the use of this facility in the following circumstances:

- Failure to pay fees correctly charged in a timely manner
- Contravention of any of the conditions contained within this terms and conditions document or the ASC policy document after sufficient notice has been served. Sufficient notice being one verbal notification and one written notification for repeated misbehaviour.
- Where the child is unable to follow the ASC behaviour code.
- Where it is the opinion of the ASC Manager and Headteacher that the continued attendance would be to the detriment of either the child, other ASC members or staff.

Refunds will not be offered.

Parental Agreement

I have read the ASC Terms & Conditions and Policy Document and agree to abide by them. In particular I acknowledge that I have noted the cancellation and refund rules.

Signed.....(parent/guardian)

Name (please print)Date.....