



Wells Primary School

After School Club

Terms and Conditions

The following Terms and Conditions relate to Wells Primary School After School Club. Parents/carers who complete a registration form must sign the bottom of the registration form agreeing to the terms and conditions. By signing the registration form you agree that you have read and understood all the terms and conditions.

Parent/Carer Agreement and Consent

By allowing _____ (child's name)

To attend the Wells Primary School After School Club I agree to the following:

1. Registration forms must be completed in full before your child can be allocated a place.
 2. Parents/Carers must ensure that all the details on the registration form are accurate and up-to-date, especially with regard to medical conditions.
 3. In an event of an accident or injury requiring hospital treatment I agree for my child to be taken to the nearest hospital. In the event of such an accident every effort will be made to contact me or my emergency contact representative as soon as possible.
 4. Every effort will be made to ensure the safety of the children attending the club. However, should an accident or injury occur which is the result of my child disregarding advice or instructions then Wells Primary cannot be reasonably held responsible.
 5. I agree that a high standard of behaviour is expected from the children using the club. Should my child be persistently disruptive or display continual or extreme bad behaviour this may result in dismissal from the club.
 6. I agree to ensure that my child is collected promptly at the end of each session and I will abide by the late collection policy.
 7. I understand that it is important for me to provide the after school club staff with up-to-date details of emergency contacts.
 8. I agree that the club staff will not allow the children to leave the club
 - (i) with any person other than the parent(s), carer(s) or people authorised to collect, as detailed on my child's registration form.
 - (ii) To go home alone.
- The authorised person must sign the attendee out on collection from the club
9. I agree that fees will be paid in advance but should I fall into arrears or fail to pay the club fees, Wells Primary After School Club will terminate my child's place.
 10. Those on a club waiting list will be notified once a place becomes available and must notify the school if they no longer wish to remain on the club waiting list.
 11. I understand that the 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.
 12. If your child is unable to attend a session, you must notify the school office. Please note: At time of booking you select specific days which you would like your child to attend. The school ensures that there is adequate staffing to accommodate pupils. If your child is unable to attend for any reason you will not be entitled to a refund. In

the case that you have not yet paid for this session, the monies will be outstanding to the school and your child's place may be withdrawn.

13. Parents will be provided with an invoice confirming their payments and the total sum required at the start of each term.
Child Care Vouchers are accepted. If you choose to pay with child care vouchers you must allow enough time for Wells Primary School to register with the child care voucher provider. We cannot authorise any payments with child care vouchers until the school is registered with the provider. Please note that registering with a child care voucher provider can take up to two weeks.
14. The After School club Staff reserve the right to refuse any child entry into the club if payment is not made including any late collection charges.
15. Once your child has been allocated a place you must give one months' term time notice (four weeks whilst the school is open) to cancel the agreement. Any session within this one month notice period will be paid in full.
16. 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 Leader. If matters are not resolved, please contact the school office.

I agree to abide by the Wells Primary After School Club terms and conditions outlined above, the late collection policy and the parents' handbook.

Signed _____ Print Name _____

Date _____

Wells Primary

Late Collection Policy

Parents and Carers must read and agree to the Wells Primary After School Club Terms and Conditions. The Extended School Services late collection policy is part of these terms and conditions. Your child's club placement is not confirmed until the school receives acknowledgement of the completed registration form and the signed agreement of the terms and conditions.

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 external providers and school staff.

One Hour club ends at 3.45pm each day

Karate ends at 4.00pm on Monday and Thursday

Football Club ends at 3.45pm on Monday, Tuesday and Thursday

All curriculum clubs, including any booster clubs, will end at 3.45pm on their designated day

Wells Primary After School Club ends at 5.30pm each day

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 at £1 per minute.

Parents/Carers must appoint a responsible person to collect their child and those responsible persons must be named on the registration form. It is the 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 school's supervision will result in the late fee being charged.

On the first occasion that a child is collected late, parents/carers will be reminded of the late collection policy and asked to sign a late collection agreement. The school office will automatically contact parents/ carers regarding the late fee payment.

On the second occasion that a child is collected late, parents/carers will be reminded of the late collections policy and asked to sign a late collection agreement. The school office will automatically contact parents/carers regarding the late fee payment and the extended schools coordinator will contact the parents/carers to discuss the exclusion procedure.

If a child is collected late on more than two occasions, the child will be excluded from the course and course fees will not be refunded.

Parents/Carers must contact the school if they are aware that they will be late to collect their child.

To be completed by the club leader

Date form received _____ Actual start date _____ leaving date _____

Wells Primary After School Club Registration Form

Please complete a separate form for each child

Completed forms should be returned to the Club Leader

Child's name										
Home Address				Date of birth						
				Gender		Male/Female				
Postcode										
Parent (1)				Relationship to						
Home Address				Mobile						
				Home Telephone						
Postcode				Work Telephone						
Please give details of any person other than the one above, who is authorised to collect your child										
Name				Relationship to						
Address				Mobile						
				Home Telephone						
Postcode				Work Telephone						
In case we cannot reach any of the above people, please give details of a person who can be contacted in the event of an emergency, e.g. grandparent or neighbour (this person needs to be contactable between 2.45pm and 5.30pm)										
Name				Relationship to						
Address				Mobile						
				Home Telephone						
Postcode				Work Telephone						
Please give details of any current medical information or special needs that your child has for example: Medical conditions, allergies, medication, dietary needs, forbidden foods etc. (if none is there any other information that we need to know?)										
Doctor's Name				Telephone						
Address				Mobile						
I would like my child to attend After School Club	Mon		Tues		Wed		Thurs		Fri	
On what date would you like your child to start?										

Signature _____ Print Name _____

Date _____