



After-School Club
Registration Form
And
Terms and Conditions
March 2021

ALL PLACES NEED TO BE PRE BOOKED

LILLINGTON NURSERY AND PRIMARY SCHOOL AFTER-SCHOOL CLUB
TERMS AND CONDITIONS

The After-School club is a business run by Lillington Nursery & Primary School and will operate under these terms and conditions, which may be subject to alteration at the discretion of the Multi Academy Trust. The club will provide safe and pleasant facilities with planned activities for all the children in its care.

A choice of snacks will be provided from 3.15pm-5.15pm and consists of toast, biscuits and juice.

1. The Multi Academy Trust and Headteacher will oversee the running of the club and decide on policy and practice.
 - a) The Club will be run on a day to day basis by the After-School Club Manager.
 - b) Parents may view the After-School Club policy at any time.

If a parent has a complaint about the Club or a member of staff, they should contact the Headteacher.

Child protection procedures should be followed as instructed when registering.

2. Any child attending Lillington Nursery & Primary School is eligible to use the club. The Club will open from 3.15pm – 5.15pm. The children will be collected from their classrooms and taken to the Club
 - a) Allocation of places will be in accordance with the admissions policy. Priority will be given to children already using the club prior to new places being allocated, however places have to be booked monthly in advance.
 - b) A registration form must be completed for each child/family before their first attendance.
 - c) In the case of misbehaviour etc, a child's continued attendance at the Club will be at the discretion of the Headteacher.
 - d) All places must be booked monthly in advance. Invoices will be issued in the first week of each month and payment will need to be received by the end of the second week. Places at the Club cannot be guaranteed if payment remains outstanding. If payment is not received the debt will be placed into the hands of our legal representatives and the child's place at the club cancelled.
 - e) Under normal circumstances once a place has been booked **money cannot be refunded.** The exceptions to this are:

For emergency school closures a full refund of sessions missed will be made, if a child attends a school residential trip a full refund of sessions missed will be made or if a child is off school due to sickness.

3. Parents / Carers must collect their child on time.
4. Charges are made per hour. If a staff member requires a place at After-School Club for their own child, they will be charged at the discounted rate. If a member of staff who works in the After-School Club requires a place for their own child, they will not be charged.
5. The After-School club and staff are not responsible for any valuables (e.g. money, letters, musical instruments, sweatshirts, coats, shoes, trainers, lunch boxes, book bags, backpacks, sports bags etc).
6. Following Multi Academy Trust guidelines After-School Club staff are unable to administer or supervise medication within the club.
 - a) In general, parents should arrange treatment so that it is not necessary for medication to come into the Club. Most medication can be managed by doses timed to outside the school/club day.
 - b) The only exception to these arrangements would be children who suffer from chronic illness or disability, which requires constant medication. In which case detailed written prescription arrangements must be provided to the club by parents.
 - c) If in the opinion of the After-School Club Manager, a child is not felt to be well enough to attend, the parent/carer will be contacted in order that the child is collected immediately from the Club until such time as he/she is fully recovered.

FEES AND CHARGES

Session Time	Per child
3.15pm – 5.15pm	Pre-booked sessions (sessions booked one month in advance) - £4.00 per hour Sibling discount - £3 per hour when attending the same sessions
TEMPORARILY SUSPENDED - ALL PLACES NEED TO BE PRE BOOKED	Not pre-booked £5.00 (no sibling discount)
Staff Employees of LPS	£1.50 per session
Employees of the After-School Club	Free of Charge

Invoices will be issued by pupil post wherever possible. Bookings will be invoiced monthly in advance. You will be invoiced on an hourly basis.

For emergency school closures a full refund of sessions missed will be made, or if a child attends a school residential trip a full refund of sessions missed will be made, with sickness absence the sessions paid for will be carried over to the next month's invoice.

PAYMENT IS PREFERRED BY SIMS PAY

If unable to pay via SIMS PAY

IF MAKING PAYMENT BY CHEQUE, PLEASE MAKE PAYABLE TO FINHAM PARK MULTI ACADEMY TRUST. ALL PAYMENTS NEED TO BE SENT DIRECTLY TO THE SCHOOL OFFICE IN A NAMED, SEALED ENVELOPE AND NOT HANDED TO MEMBERS OF STAFF AT THE AFTER-SCHOOL CLUB AS THERE IS NO SECURE STORAGE WITHIN THE CLUB ITSELF.

If you child is unable to attend a pre-booked session, please email accounts@lillingtonschool.org and Poutont@lillingtonschool.org or contact the school office 01926 426592

After-School Club March 2021

Declaration

I have read the terms and conditions of Lillington Nursery and Primary School After-School Club and agree to follow its policies and procedures.

I consent to any emergency medical treatment necessary during the running of the club.

Parent/Carer Signature

Print Name

Child's Name

Date