After School Club – Terms & Conditions

Aims:

We aim to provide wrap around care for existing children within the school for hours after school. We will provide children with quality care in a quality environment. Our staff are trained in child protection, food hygiene, have a fully enhanced DBS, qualified and experienced. We offer a range of activities to keep children stimulated and entertained, as well as offering a great outdoor space for them to explore. Our staff will maintain good standards throughout and promote positive behaviours for your children.

Registration and Fees:

To register your child for afterschool club, bookings need to be made on the MCAS app. On arrival to Playzone paid children will be marked off a register. Bookings can be made for children aged 4-11 years old.

All bookings are paid at time of booking and can be booked up to 13:00 on the day of booking.

Spaces are limited and once the session is full no more bookings can be made.

If you need an extra one off session, please call the school office. If there is a space on that session, we will be able to allocate this for your child but it will need paying on the day via MCAS.

We reserve the right to terminate your child's place if you breach terms and conditions.

We can only run the wrap around provision based on your commitments/payments which we have to use for staffing, resources and food. If payments are not made, we will therefore not be able to run the wrap around. We appreciate your commitment and payments up front to enable us to offer this service.

In extreme circumstances (weather/closure) where we have to shut down the provision, notice will be given and a replacement session will be offered or refund given. This will be down to the discretion of the School Administration Manager.

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Daily Fees:

After School Club until 4.30pm - £5.50

After School Club until 6.00pm - £8.50

After a free club until 6.00pm - £6.00

If your child is absent for any reason from their session, there will be no refund issued or carry forward unless you have cancelled your slot with Carole and given a minimum of 4 hours' notice.

Safeguarding:

Our staff are all trained in child protection on a regular basis. If there are any safeguarding concerns you have please report this to the staff so we can be aware. Our aim is to safeguard children so it is vital we are aware of any issues and/or concerns. This can be discussed with staff or you can make an appointment to speak to the Headteacher.

Medical Conditions:

If your child is taking medication or has any medical conditions, please inform playzone in person so we can ensure we meet the needs of your child.

If your child has any food intolerances or allergies, please ensure it is written on the registration form.

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Cancellation and Removal:

If your child behaves in an unacceptable manner, they may be temporarily or permanently removed from the wrap around provision. This will be discussed with the manager of the wrap around and the parents. In this instance, there will be no refund for the rest of the terms sessions.

Collection:

The after-school wrap around will finish at 6:00pm which is the latest your child will need collecting. Please consider the time staff are putting in to working these hours and want to finish work. We reserve the right to charge a £10 late fee if you exceed this time.

If someone else is picking up your child, we will require their full name, relationship to the child.

Additional Information:

Any complaints will follow Highweek Community Primary & Nursery School's complaints policy.

Parents are responsible in keeping us updated on any change of information, including allergies and dietary needs.

We will not take responsibility for lost property.

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