

After-School Club Terms & Conditions

The below Terms and Conditions relate to Michael Faraday Primary School After School Club provision. Parents/carers who complete an application form must sign the bottom of the application form agreeing to these terms and conditions. By signing the application form you agree that you have read and understood all terms and conditions and any queries should be cleared up before signing the application form.

1. Application forms must be completed in full before your child can be allocated a place. This includes accepting these terms and conditions.
2. Those on the club waiting list will be notified once a place becomes available. You must notify the school office if you no longer wish to remain on the club waiting list.
3. After School Club starts at 3:15pm and children will be collected from class. After School Club closes at 6pm for all children. Parents/carers can collect children at any time before the club ends.
4. Parents/carers will be allocated a collection password when their child is given a place. You must only share your collection password with those permitted to collect your child on your behalf.
5. The After School Club Supervisor or the School Office must be notified in advance if you arrange for your child to be collected by anyone other than those already authorised to collect your child. If we are not made aware, your child will not be released from After School Club until we are given express permission from the child's parent/carer.
6. The children will be offered a light snack of a sandwich, yoghurt, piece of fruit and a drink of water.
7. Adhering to the school's food policy, parents/carers will not send children to school with any sweets, crisps, chocolate, nuts or drinks other than water.
8. Parents/carers who collect their child late will incur a late collection charge of £5 for every 15 minutes over time. If lateness persists then the child's place will be withdrawn.
9. Payment for After School Club must be paid half-termly in advance through our online payment system, ParentPay. Cash is accepted at the school office only if you are unable to access ParentPay. Child Care Vouchers/Tax-Free Childcare account payments are also accepted, providing the school office are informed of the relevant reference number required to allocate your payment. Parents/carers must inform the school office of their intended means of payment when offered a place.
10. Parents/carers must keep track of their payments and the total sum required for each term. Non payment of fees will result in your place(s) being terminated. If you are having difficulty paying fees, please speak to the School Business Manager, Ann Dowie, by contacting the school office.
11. No refunds will be payable in the event that your child is absent due to sickness or if you go on holiday, or if they are collected at the end of the school day (regardless of the any notice given).
12. Once your child has been allocated a place you must give two weeks' notice to cancel this agreement.
13. The After School Club provision is additional care outside of normal school hours. The clubs policies and procedures reflect the school policies and procedures.
14. Michael Faraday School endeavours to provide a high quality service of care and our staff aim to provide a safe, stimulating and happy environment for all children. We will seek feedback from parents/carers from time to time. If you have any concerns, please speak to the After School Club staff on duty. If this is not resolved please speak to the School Business Manager. If you are still unable to resolve an issue, please follow the school's formal complaint procedure.