



Afterschool Childcare Club Terms & Conditions

Academic Year 2017-2018

Leesons Primary School

Leesons Hill
Orpington
BR5 2GA

01689 602786

admin@leesons.bromley.sch.uk

leesons.bromley.sch.uk

Please complete a Registration Application Form for Afterschool Childcare Club. Forms are available from the school website – <http://www.leesons.bromley.sch.uk/> or from the Club Leader. The club will run concurrently with published term dates (excluding INSET days), which can be found on our website. The clubs are run for the exclusive use of children attending Leesons Primary School.

Provision:

Employees of Leesons Primary School will staff our Afterschool Childcare Club unless there is a staffing shortfall when we may use supply staff. After School Childcare Club children will be provided with a snack and a range of activities to engage them. We will make good use of our school site to provide a mix of ICT, sports and homework activities as well as the usual range of craft and independent activities. As this is primarily a play facility children will be encouraged to do their homework when appropriate but the choice will be the child's.

Fees:

Up to 4pm £4.00 per child, per session, if your child/ren stay after 4pm then the cost will be £8.50 per child, per session.

3.20pm to 6pm £8.50 per child, per session

Charge for late collection (after 6pm) an additional £15.00 per child per session

Fees are payable in advance via ParentPay. Childcare Vouchers can be used as full or part payment.

**** If you are in arrears, you MUST contact the School Office to arrange a payment plan. Failure to do so will result in your child's place being not being secured.*****

Ad hocs:

This must be agreed the day before the required date and is NOT guaranteed. Please complete an Ad Hoc Form and hand it to the Afterschool Club Leader. Afterschool Childcare Club facility is payable before or on the day by Parent Pay.

Cancellation/Change of Contract/ Change of Days:

Cancellation of a place or change of days request needs to be done in writing and giving at least one month's calendar notice. No verbal cancellation or changes will be accepted. Failure to do so will result in you being charged.

Medical information and contact details:

The clubs will use the medical and contact details held in the school. Please inform us know of any changes to this information.

Hours:

Afterschool Club: 3:20pm-6:00pm

Absence:

If you know that your child/children are not going to attend the Afterschool Childcare Club, you must contact the School Office who will pass a message on to the Afterschool Childcare



A Spring Partnership Trust School | Registered office: George Lane | Bromley | Kent BR2 7LQ

020 3121 1144

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springpartnershiptrust.co.uk

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Club. Please leave a message either via email admin@leesons.bromley.sch.uk or phone 01689 602786. Please note that normal session charges will still apply.

Behaviour:

The Afterschool Childcare Club expects the same behaviour from children as we do during the normal school day. Rewards and sanctions in the form of golden tickets and yellow/red cards will be issued for behaviour. We would also like to remind you that if a child does not follow the high expectations of behaviour, they will be asked to leave the club either temporarily or permanently. We will inform you if this occurs.

Grounds for Exclusion:

Persistent poor behaviour on the part of the child (which includes, but is not limited to, bullying, verbal abuse, physical violence, fighting, racial incidents, defiance, rudeness to others, dishonesty, disobedience and deliberate damage to property), or non-persistent incidents of particularly serious behaviour (for example which endangers children or staff) will be recorded as poor behaviour in the incident book. Three recorded incidents may result in a temporary or permanent exclusion at the discretion of the Head Teacher or Deputy Head.

Complaints policy:

If you have any suggestions regarding our Afterschool Childcare Club provision, please let us know. In the unlikely event you need to complain about our service, please ask for our formal complaints procedure.

Indemnities, warranties and liabilities:

Afterschool Childcare Clubs run under the same indemnities, warranties and insurances as the school.

Reservation of Rights:

The Afterschool Childcare Club reserves the right to exclude a child or family from attending the club or to refuse to accept a registration. The Afterschool Childcare Club reserves the right to close the club on the grounds of staff shortage, unavailability of facilities, or any other reason which in its reasonable opinion necessitates closure. Reasonable notice will be given where possible. The Afterschool Childcare Club reserves the right to change these terms and conditions at any time and will give written notice of such changes to parents/carers.

Legal: Waivers, Exclusions, Jurisdiction

No failure or delay by the Afterschool Childcare Club in exercising any of its rights or remedies shall prejudice or affect its ability to do so unless it has provided a specific waiver or release in writing. These terms and conditions are governed by English law and subject to the jurisdiction of the courts in England and Wales.

The Afterschool Childcare Club shall not be liable for any direct or indirect loss suffered by parents/carers as a result of club closures under the terms of the agreement, including but not limited to loss of profits, increased costs or expenses or wasted expenditure. The Afterschool Childcare Club accepts no liability for the administration of medicine in accordance with parents/carers written instructions. Medicines will not be administered in the absence of written instructions. The Afterschool Childcare Club accept no liability for loss or damage (including consequential loss) to property brought to club premises caused by the actions of children or third parties or for accidental damage caused by club staff. The Afterschool Childcare Club accept no responsibility for injury caused from pre-existing medical conditions which are not notified to the club.

Kind regards



Mrs Gulcin
Executive Headteacher
Leesons Primary School
A Spring Partnership Trust School

Child/Children's Name (s):.....

Parent/Carer (Print name):

Signed:Date: