

# Eccleston Mere Primary School



## Before & After School (EMUS) Club



## Terms & Conditions

February 2018

*(Terms and Conditions may be varied/amended by the Governing Body)*

*Club Manager – Mrs Hackett*

*Club Deputy Manager – Mrs Drury*

*Club Staff*

*Mr Akehurst*

*Mrs Bibby*

*Miss Bromilow*

*Mrs Lees*

*Miss Sharrock*

*Mrs Tomney*

*Miss Tynan*

*Mrs Woodward*

## Eccleston Mere Primary School – Before and After School (EMUS) Club

### Terms and Conditions

#### 1. Opening Hours

- The Before School Club will operate between the hours of 7.50am and 8.50am each week day school morning during term time.
- The After School Club will operate between the hours of 3.30 pm (at the end of a normal school day) and 5.30 pm each week day school afternoon during term time.
- Access to the club is via the Main Entrance, using the bell.
- The club is inspected by Ofsted as part of any school inspections which take place and is run under regulations for children on the register at Eccleston Mere Primary School only.
- Club takes place in the hall and other designated areas of the school, utilising school facilities and within the school grounds.

#### 2. Booking Sessions

Parents may book any combination of sessions and these will be charged as follows:

Club	Time	Cost – Per Child
Breakfast Club from 7.50am	Until 8.50am	£4
After School Club from 3.30pm	Until 4:30pm	£4
	Until 5.30pm	£8

- Parents who require regular before and after school sessions should book these in advance of each half term period on the Before and After School (EMUS) Club booking form.
- Any subsequent changes to sessions must be notified 24 hours in advance of the session.
- Parents with emergency requests or where the relevant notice cannot be given should contact the club on the specified mobile number only – 07423676048. If staff are not available please leave a message by text.
- Any emergency requests or requests to vary pre-booked sessions will be considered by the staff and places offered if possible, taking into account staffing levels and number of pre-booked children for the session in question.

#### 3. Collection/Delivery of Children

- Any child(ren) booked into sessions to attend Before School Club should be brought to the club and signed in.
- Before School Club will be available from 7.50am to allow children sufficient time to eat before the start of school. At the end of Before School Club the children are lined up to go to their classes.
- Any child(ren) booked into session at After School Club will go through to the school hall.
- All children should be collected from the club by 5.30pm. If parents are not able to do so, they must contact staff at the club on the club mobile number to inform them of their expected time of arrival. The current fee for collection after 5.30pm is £5.00 for every 5 minutes or part thereof. This is necessary as staff are only paid until 5.30pm and additional staffing charges will be incurred.
- Parents should indicate on the registration form any adults or elder siblings authorised to collect their child(ren).
- No child is allowed to leave the club alone.

-Any change in the person collecting the child(ren) from those declared on the registration form must be notified to staff in writing, or by telephone to the club on the day of collection, before the child will be released to that person.

-The person bringing the child(ren) to Before School Club or Collecting the child from After School Club must sign the register and record the arrival/collection time. Any children not signed in/out will be deemed to have attended the whole session and will be charged the full session rate.

#### 4. Emergencies

-Parents are required to complete a registration form prior to the child(ren) attending and each academic year thereafter. Any change in details should be notified to the club in addition to the school, as families may have different arrangements in place outside of the school day. Information must be kept up to date at all times.

#### 5. Behaviour

-Children attending any of the club session are expected to adhere to school rules and expected standards of behaviour. Any misbehaviour will be reported to parents and managed in accordance with school policies.

-In the event of serious or recurrent misbehaviour school reserves the right to withdraw the place at the club.

#### 6. Attendance

-Once a session has been booked the child(ren) will be expected to attend.

-If the child(ren) is unwell the school office should be asked to inform the club that the child(ren) will not be attending due to illness or please text/call the club mobile phone.

-If parents do not wish to use the place they have pre-booked, they should inform the club manager as soon as possible on the club mobile number. If less than one working days' notice is provided, the session will be chargeable.

#### 7. Payment of Fees

-Payment of fees is due with the booking form. Parents will be billed for any late sessions in accordance with the penalty charges.

-Parents who are registered to pay through voucher schemes must provide evidence of payment.

-Payments can be made by cash or cheque made payable to St Helens MBC.

-All payments should be given to club and a receipt will be given and a signature of payment is needed.

-Fees will be charged in the event that the child(ren) fails to attend a pre-booked session except for sickness or/and the club has been notified by the 24 hour notice.

-In the event that an account runs into significant arrears, parents will be notified and asked to make a payment. If the account is not settled immediately, we reserve the right to withdraw the place.

-Under the Local Authority financial procedures we are required to follow up all outstanding balances. Amounts which still remain outstanding may be referred to the Council's Debt Collection Team.

8. Concerns or Complaints

-In the event that a parent has a concern or complaint about the club or facilities offered, they should raise this in the first instance with the manager/staff on duty to attempt to rectify the problem

-If the issue is not resolved, then it should be raised with the Head Teacher under school complaints procedures which is available on request.

Please note that booking places at Club signifies your acceptance of these terms and conditions

Please keep this document for reference purposes