

## HRS After School Club

### Terms and Conditions

HRS After School Club is based at, and run by, Helena Romanes School. We offer childcare after school for children aged 4-11 years old. All children must be out of nappies and toilet trained. HRS After School Club aims to provide a fun, safe and inclusive environment that covers the needs of both parents and children.

### RATES

#### After School Club

Full session (after school – 5:35pm)

£10.00

#### Booking Policy

- Bookings for After School Club must be made in advance on a half termly basis. You must book regular sessions for example **every** Monday-Wednesday for after school for the half term. You cannot switch days each week.
- Each half term you will be asked to complete a short survey to confirm whether you wish to keep the same sessions for the next term. We cannot guarantee there will be availability to swap sessions.
- If you wish for your child to attend an extra session (in additional to those booked for the term) these will be charged to your Parentpay account accordingly. Any extra sessions are subject to availability.

#### Payment Policy

- After School Club sessions for each half term are applied to your Parentpay account. You do not need to pay for **all** the sessions in advance however they must be paid for in advance of **each** session. We have the right to cancel your child(ren)'s place(s) at club if you fall behind with payments.
- After School Club accepts Parent Pay and tax-free childcare vouchers.

#### Refund & Cancellation Policy

- Please let After School Club know if your child is not attending a session for any reason. There is no refund for any sessions missed due to illness/school trips/play-dates as we book our staff on a termly basis. After School Club needs to be aware of the number, ages and abilities of children attending each session, so we are fully prepared regarding staff, activities and other aspects that ensure the sessions run smoothly.
- In the instance that your child(ren) is/are excluded from After School Club due to behaviour (please see Behaviour Policy), you will not be entitled to carry over that payment or receive a refund for the booking.
- If the child(ren) is excluded from After School Club, we will refund pre-payments, but not the session the decision occurs in or following booking.
- A full half-term's notice will be required for any permanent cancellations of places.

### **Drop Off and Collection Policy**

- On collection of your child(ren), you will be asked to sign them out and note the time of collection.
- For your child(ren)'s safety, if you require someone else to collect your child(ren), the you must inform us of this beforehand. This person must be at least sixteen years of age or older. We ask that a password is given to us and the person collecting your child(ren) on your behalf. This will ensure that your child(ren) is collected by the correct person and is safe.
- Your child(ren) must be collected by 5.35pm. If you are going to be late, you must inform us as soon as possible. Late collection will involve a charge of £5.00 for every 5 minutes past 5.35pm per child.
- Please ensure that your child(ren) have all their belongings before leaving After School Club.

### **Child Behaviour Policy**

In the event of your child behaving in a manner that is inappropriate or potentially harmful to other children or adults, the following procedure is in place:

1. The parent, guardian or carer of the child(ren) will be informed verbally.
2. A written warning will be given/sent to the parent, guardian or carer of the child(ren). In this instance, and at After School Club's discretion, we may call and

request that the child(ren) be collected as soon as possible. The child(ren) may also be excluded from After School Club on the next booked session.

3. If a further event occurs within three months of the written warning, the child(ren) will be refused a place at After School Club.

### **After School Club Policies**

**Ace Kids Club** has in place policies on the following:

- Admissions and Fees Policy
- Arrivals and Departures Policy
- Care and Learning Policy
- As HRS After School Club is part of Helena Romanes School, all policies (e.g. the child protection policy) are the same policies as the school.

We advise parents, guardians and carers to read these policies, which are available on our website or, please ask a member of staff for a copy.

### **Contact Details**

Contact Details:

After School Club Manager: Karen Harvey/ Bev Louth

HRS After School Club

C/o Helena Romanes School

Parsonage Downs

Great Dunmow

CM6 2AU

Telephone: 01371 876 593

Email: [primaryenquiries@hrs.education](mailto:primaryenquiries@hrs.education)

If you wish to speak in person to the After School Club Manager, then you may do so towards the end of the session when collecting your child(ren). For longer discussions, please contact us and arrange an appointment. If you would prefer your child(ren) to not be present at the meetings, please discuss this with us and we can help with arrangements.

Please retain our Terms and Conditions for your information. Please sign below and return to After School Club, along with your child(ren)'s completed registration form online.

Up to date Terms and Conditions will be made available on our website and also on request to the After School Club.

**Parent / Guardian / Carer**

I have read, agree and will abide by the After School Club Terms and Conditions.

Print Name: .....

Signature: .....

Child(ren)'s Name (s): .....

Date: .....