

Janvrin School -After School Club (ASC) Terms and Conditions



Fees and Times

The cost per session for After School Club is £5.00 for 1 hour session and £10.00 for the 2 hour session. Discounts (10%) are available for siblings attending the after school club on a termly basis.

Session Times: Session 1 3.15pm – 4.15

Session 2 4.15pm – 5.15pm

Making an application

Application forms are available on request and once completed a member of the After School Club team will be in touch with you. Your child will then be offered the days requested or placed on the waiting list (if your child is placed on the waiting list a member of the team will contact you when a place becomes available to confirm if you still require it)

Any changes or cancellations to attendance under 14 days will not be refunded.

Payments

Each term After School Club will issue an invoice for your child, we require at least half of the term payment is made by the date given on the invoice. If payment has not been received by After School Club on that date the place will be given to the next child on the waiting list. The second payment will be due the next term and another invoice will be issued to you.

Payments can be made by cash or cheques (please make cheques payable to: JANVRIN SCHOOL FUND)

Late Pick-Up Charge

Children **must** be collected latest by the end of your session, i.e. 4.15pm or 5.15pm. If a child is collected late and after their allocated session time, then the late pick up charges will be applied are as follows:

- Late pick up for the 4.15PM session – £10 [1 hour session]
- Late pick up for the 5.15pm session – £20 [2 hour session]

Late collection from the 1 hour session involves 1 staff member staying late to maintain correct child : staff ratios and two members of staff from the 2 hour session.

Medication

We are not able to administer any **non-prescription** medication including Calpol and Piriton.

In the event of a child requiring **prescribed** medication, parents must give written permission by completing a 'Medication in School' form before it can be administered. You should be specific in terms of the name of the medication, dosage, frequency and storage. **All medication must be in the original packaging and include the pharmacist's/GP's prescription label with your child's name clearly indicated- this includes asthma inhalers.**

Personal Property All personal property is the participants' responsibility, unless loss or damage is proven to be due to After School Club's negligence. Expensive and/or treasured items should not be brought to After School Club.

Snacks

Children will be provided with healthy snacks, but you are welcome to provide your child with their own refreshments. Please note that After School Club is a NUT-FREE ZONE and any nut based products brought onto the premises will be removed and returned to parents at the end of the session.

Session Changes or Cancellations

After School Club reserves the right to change session specifications whenever necessary.

On a rare occasion we may need to close for one or both sessions for staff training if this has to happen we will give due notice and a full refund will be provided in the unlikely event of the session being cancelled by *Janvrin after school club* - this however does not apply to closure due to adverse weather conditions.

Where there has been an official announcement of the closure of the school, either by the Department of Education, Sport & Culture, or by Janvrin school itself, Janvrin after school club will not be liable to reimburse fees for that particular session (or sessions).

If parents need to cancel a session it cannot be transferred to another day. We require two weeks' notice for changes or cancellations which will be charged for.

First Aid

There will always be at least one Certified Appointed First Aider at each session. In the event of an accident, first aid will be administered to participants in our care and if necessary, the emergency services will be called.

Arrival and Departure

Your child will be collected by a member of the after school club staff and escorted to the KS1 area where we will take the attendance register each day. Each participant must be signed out at the end of each session and the time noted on collection.

Please be advised we will only release your child to persons named on the application form. If another person other than those named comes to collect we will not release your child until we have made contact with the main parent/carer. If you would like another person to collect please approach Mrs. Harris or Mrs. McMurray so they can take the details of the person.

It is the responsibility of parents/ guardians/authorized person to ensure they always comply with these procedures.

Photography

During sessions, photographs may be taken of participants during course activities. These images may be used for publicity purposes in an image, on video, on our website, in printed publications or on our Facebook page. If you do not wish your child's image to be used please indicate on the booking form.

Behaviour

We consider language, behaviour or action that is designed to be offensive or creates discrimination to any user of *Janvrin after school club* or member of staff, unacceptable and will not be tolerated. If any behaviour at *Janvrin after school Club* is considered inappropriate, the offending pupils or pupils will be given a clear warning. If the behavior persists, the child will be removed from the activity. If a pupil continues to ignore the staff member and is considered to be affecting the equilibrium of the whole session, then a parent will be called and the pupil asked to leave, and/or will have to miss the next session they are due in.

Where the incident causes harm to another child or member of staff the offending pupil may be suspended for a period of time.

Parent's and carer's who also verbally abuse staff will be asked to leave. If this continues to be persistent or/and on a regular occasion the parent in question would no longer be permitted on the premises to collect their child from After School Club and other arrangements would need to be made.

Data Protection

We may use details to contact you with future information. Please advise ASC at any stage if you do not wish to be included in our mailing list.

