



**TANNERY DRIFT FIRST SCHOOL**  
**AFTER SCHOOL CLUB TERMS & CONDITIONS**



**CHILD'S NAME:**

### **AFTER SCHOOL CLUB**

The Tannery Drift First School After School Club is open to children who attend Tannery Drift First School. It is open daily from 3.15pm until 6.00pm during term time only. The aim of the club is to provide high quality out-of-school care for children from the school.

It achieves this by:

- Providing a caring environment for children at the end of the school day.
- Providing a range of stimulating and creative activities in a safe environment.
- Promoting healthy eating, wellbeing and physical activity.
- Ensuring the safety of all children.
- Providing robust systems that make the club easy to use.

### **MEMBERSHIP AGREEMENT**

Once signed this contract identifies the child above as a member of the Tannery Drift First School After School Club. By signing the agreement parents / carers agree to abide by the expectations of the club as outlined below. Only members of the club may attend the club.

All Parents are expected to:

- Treat club staff, visitors and children with respect at all times.
- Discuss with the club any concerns you may have about the welfare of your child within the club.
- Support and reinforce the expectation that your child will follow the club rules.
- Abide by the rules and regulations of the club.

### **JOINING THE CLUB**

I understand that:

- Parents are required to sign this agreement.
- A registration form must be completed for each child attending the club. This form is confidential, please refer to our Privacy Policy for further information about how your data is handled.
- A registration fee of £10 per family is payable at the time of registering interest.
- Re-enrolment is required at the end of the summer term.
- Agreements will be issued annually and any outstanding school debt must be cleared before a new agreement is signed.

I agree to:

- Return a signed agreement for each child attending the club and pay the registration fee.

### **BOOKING PLACES FOR CHILDREN**

I understand that:

- Bookings will be made by the office before the start of each half term, using the School Gateway system (not with club staff).
- Places at the club are allocated on the basis that children have the same set pattern of days every week (i.e., Monday, Tuesday and Thursday, every week).
- We are unable to offer regular places to children who do not have a set pattern of days that is the same each week. Such bookings would be considered as adhoc. Whilst we try to accommodate adhoc bookings, if sessions are at maximum capacity this will not be possible
- A waiting list system may be implemented when the need arises. The waiting list will be operated on a first come-first served basis, with the exception of siblings who will have priority for the same day(s) as a sibling already attending.
- Payment for sessions should be made before the start of each half term. Payment may be made using School Gateway or childcare vouchers; when childcare vouchers are used to make a payment the child's name must be given as a reference and an email sent to [admin@tannerydrift.herts.sch.uk](mailto:admin@tannerydrift.herts.sch.uk) confirming that a voucher payment has been made and giving the name of the voucher provider to enable identification of the payment.
- Statements of account can be accessed via School Gateway.
- If I am experiencing difficulty with payment of fees I will contact the school office as soon as possible.

- Non-payment (if an account falls more than £20 in arrears) may result in the loss of my child's place.
- Any outstanding debts will be dealt with in accordance with the school's Debt Recovery Policy.
- Parents whose child does not attend the club on the days allocated will still be liable to pay for those sessions.
- Four weeks' written notice must be given in order to make changes to the allocation or to withdraw a child from the club. During this time sessions that fall within the child's requested pattern will still be chargeable.

**I agree to:**

- Make all payments in advance via School Gateway or using childcare vouchers and inform School via email accordingly.
- Ensure that I keep my account up to date.

**WITHIN THE CLUB**

I understand that:

- Children enjoy a range of age appropriate activities that promote child development through play.
- Activities include a full range of creative, social and physical activities.
- Any accidents that take place are investigated thoroughly by club staff, details are recorded accurately and reported to parents /carers if necessary.
- Healthy snacks are provided.
- All food is prepared on the premises by club staff. All food and drink complies with dietary requirements.
- All children are expected to behave well and will follow the whole school 'Golden Rules'.
- In the event of a significant incident of poor behaviour or consistent minor breaches of the behaviour code the right to attend the club may be withdrawn.

I agree to:

- Inform staff of any allergies or special dietary requirements that my child may have.
- Support the club in ensuring that my child follows the club rules.

**COLLECTING CHILDREN**

I understand that:

- All children must be signed out prior to leaving the club.

I agree to:

- Collect my child on time according to the session that I have booked. This will be by 4.00pm, 5.00pm or 6.00pm.
- Pay the late collection fee promptly if I do not pick my child up by the end of their booked session.
- Sign my child out on the Register.
- Park considerately in the drop off area and not use the staff parking area.

**COMPLAINTS PROCEDURE**

- Tannery Drift First School After School Club is run for the users. We value your opinions. If you have any queries, comments or need to discuss any matters concerning your child, please feel free to speak to the club staff, School Business Manager or Headteacher.
- Parents concerns will be treated seriously and with discretion and confidentiality.
- The club will follow the whole School Complaints Policy. All written complaints will be acknowledged within five working days of receiving the complaint and a full written response will be provided within 28 school days of receipt.
- A full copy of our complaints procedure and policy is available on the school website.

**RELATED SCHOOL POLICIES:**

1. Safeguarding Policy
2. Health and Safety Policy
3. Behaviour Policy
4. Administration of Medicines Policy
5. Debt Recovery Policy
6. School Complaints Policy
7. Equalities Policy
8. Privacy Policy

By Agreement – Please sign here:

Date: