



After School Care Club

Our aim is to provide high quality after school care for pupils who attend North Mundham School where families wish to collect their child later than the end of the school day.

The club will operate for the full academic year excluding any INSET days and Bank Holidays.

Session A (Monday – Friday) will begin at 3.20pm and end at 4.30pm. Cost £5.50 including snack

Session B (Monday – Thursday) will begin at 3.20pm and end at 5.30pm Cost £9 including snack

Session C (Fridays only) will begin at 3.20pm and end at 5pm Cost £7.50 including snack

Terms and Conditions

1. Priority will be given to parents / carers booking regular sessions. Ad-hoc sessions will then be made available as spaces remain.
2. Fees are payable half termly in advance. Fees for ad-hoc sessions are payable on booking.
3. Children can be picked up earlier than their agreed time; however no refund will be given.
4. No reduction in fees if a child attends an after school club eg. Cooking and then attends Care Club for the remainder of the session.
5. No refund will be given if a child is absent due to illness etc. as the place has already been allocated to the child.
6. Pre-booked sessions are contracted on a half termly basis to protect the parents' needs, as well as the schools. Parents with a regular booking will be given priority booking for the following half term.
7. Three months' notice in writing will be given of any increase in fees.
8. Late collections will incur a penalty fee of £2 for the first 10 minutes and £3 for each further 10 minutes. If parents are repeatedly late to collect their child, booking of future place will be in jeopardy.
9. In the event that the club has to close for a session due to circumstances beyond its control, refunds will be given in the form of a credit against subsequent invoices.

Health and Safety

1. The school will ensure that all staff have the appropriate qualifications and police and medical clearance to work with children.
2. All staff will be qualified First Aiders
3. School staff will ensure that the child arrives safely at the end of the school day (3.20pm) or after a school club (4pm).
4. Only parents/carers or a nominated adult will be able to collect the child. It is parents / carers responsibility to phone the school if there is a change in arrangements.
5. It is parents / carers responsibility to discuss any medical / additional needs with staff managing the Care Club.
6. It is parents / carers responsibility to notify the club re any allergies / dietary requirements
7. A first aider will be present at all times and parents / carers will be notified when collecting their child of any incidents / injuries.
8. A register will be taken and children signed out on collection.

Payment

Fees can be paid by one or a combination of the following payment options:

- Cash
- Cheque made payable to North Mundham School
- Childcare Vouchers

North Mundham School
May 2017