

After School Club Fees:

4.00pm collection £4.00
5.30pm collection £8.50

Breakfast Club Fees:

£4:00 per session
Drop off from 7:40am at Junior School & 7:45am at Infant School

FROM SEPTEMBER 2022 THERE WILL BE NO VEHICULAR ACCESS TO THE SCHOOL CAR PARK FOR PARENTS & CARERS USING THE EXTENDED SCHOOL CLUB*

*(*this does not apply to blue badge holders)*

Payment for booked sessions/ Attended and Penalties

- All pre booked before and after school sessions will be on a half termly contract. Fees will be invoiced to you half termly in advance. This is payable within 14 days of the invoice date. Late payments will be subject to an interest charge of 5% per period.
- Caister Primary Federation reserves the right to cancel attendance and to charge appropriate cancellation fees if payment is not received by the due date. If necessary Caister Primary Federation will take legal action to recover all debts and will pass on all fees incurred will be payable by the parent/carer.
- All fees must be paid by BACS*. Please use the invoice number and/or your name as the reference.

If your child attends:	Bank Account Name	Bank	Sort Code	Account Number
Infant School	NCC Caister Infant School	Barclays Bank plc	20-62-61	40671452
Junior School	NCC Caister Junior School	Barclays Bank plc	20-62-61	80890251

**In exceptional circumstances we will accept cheque, cash or childcare vouchers. If you choose to pay by cash or cheque these can be paid directly to the finance officer between the hours of 8:30am to 4:00pm. Extended school staff are unable to accept any payments.*

- We operate term time only and we are closed on school inset days. Extra sessions can be arranged if we have room.
- Our fees are reviewed annually in September.

Notice Period:

- Four weeks notice is required, if parents wish to reduce the level of attendance of a child or if a child is to leave Caister Primary Federation Extended School Club.
- In the event of any fees remaining unpaid or parents breaching any of these terms and conditions or we otherwise deem such action necessary or in the interests of other children or the Caister Primary Federation Extended School Club, we reserve the right to terminate a child's place.
- Your child's place will automatically be terminated when s/he is leaves Caister Primary Federation (i.e. is no longer a pupil of the either school).

Changes to booked sessions

Cancellation of booked sessions:

- Sessions that have been paid for and booked cannot be refunded.
- Sessions can only be transferred if 48 hours notice is given to the finance officer (finance@caisterprimaryfederation.org) and if there is availability for the requested session.

Booking additional sessions:

- All additional sessions requested by parents/carers are subject to availability as we must ensure that we have sufficient staffing ratios.
- All additional sessions must be paid for on the day that the session is required.
- Children who turn up at the club to attend additional sessions without being booked in will be looked after by the club whilst their parents/carers are notified. The parent/carer will incur a £10 fine on top of the standard session charge, per child.

Responsibility for payment

The responsibility for payment of all fees, charges and penalties always lies with the person who has made the booking.

Penalties for late collection

- It is the responsibility of all parents/carers to ensure their child is collected by 5:30pm. Failure to do so will expose the parent/carer to the payment of a late collection fee.
- All parents/carers collecting children beyond closing time will be charged a late collection fee. This is chargeable at a rate of £5 for every 15 minutes or part thereof.
- This fee must be paid before the child is able to return to the club.

As soon as your child attends the club you are bound by these terms and conditions of business.

Grounds for Exclusion

- Any child who has suffered from diarrhoea, sickness, high temperature/fever or conjunctivitis must be kept away from the club for at least 48 hours.
- Should any child suffer from any of the above whilst at the club, the staff will contact and ask the parent/carer to collect the child as soon as possible.
- Other grounds for exclusion are persistent poor behaviour on the part of the child, which includes bullying, verbal abuse, physical violence, fighting, racial incidents, rudeness to others, refusal to follow instructions, dishonesty, disobedience and deliberate damage to property, or non-persistent incidents of particularly serious behaviour which, for example, endangers children or staff.
- Exclusion will take place in 3 stages:
 - Stage 1 – one day suspension from the club
 - Stage 2 - 1 week's suspension from the club
 - Final stage will be complete exclusion. In this instance no refund will be given and any costs incurred, including any damage, will be passed onto the parents/guardians who will also be responsible for the collection of the child from the club.
- Refunds will **not** be made if children are excluded on the grounds set out above.

Reservation of rights

- The club reserves the right to close the club on the grounds of staff shortage, unavailability of facilities etc. Reasonable notice will be given where possible.
- The club reserves the right to change these terms and conditions at any time and will give written notice of such changes.

Legal

- The club will not be liable for any direct or indirect loss suffered by parents/carers as a result of club closure under the terms of the agreement.
- The club will only administer medicine that has been prescribed by a doctor/GP and will always follow the instructions. Written permission from parents/carers must be obtained before medication can be administered.
- The club accepts no liability for loss or damage to property brought to the club premises.
- The club accepts no responsibility for injury caused from pre-existing medical conditions which are not notified to the scheme leader.

Concerns

Should you have any concerns regarding your child's time at Caister Primary Federation Extended School Club, please in the first instance talk with the scheme leader of the club. If you are not satisfied with the action taken, please then telephone the Head of School. Should you wish to contact Caister Primary Federation in writing, Caister Primary Federation will investigate your concerns and respond within ten working days – office@caisterprimaryfederation.org.

Data and Child Protection

The personal information requested on our booking form, medical form and signature form is required to allow our employees to provide out of school care. This information will not be divulged to persons unconnected with the After School Club without your express permission. It is the parent/carer's responsibility to update Caister Primary Federation with any changes in personal information including home address, emergency contact numbers and medical information.

Liability

When children attend the extended school club, it is automatically assumed that they are allowed to participate in off-site activities. Caister Primary Federation does not accept any liability for personal injury unless caused by the proven negligence of Caister Primary Federation or its servants. Caister Primary Federation does not accept any liability for the loss or damage of any property belonging to participants. Caister Primary Federation accepts no responsibility for losses or additional expenses in the event of cancellation or change due to strikes, school closure, disasters, war or the threat of war, acts of terrorism, weather, sickness or any event outside the control of the company.

Mutual Obligations

- Upon the registration of a child at Caister Primary Federation Extended School Club and staff employed by us will act in loco parentis for the duration of the time that the child is in our care, both on and off the premises, until a parent or chosen representative collects the child. In the case of any illness, accident or emergency Caister Primary Federation shall have the right to take such actions as are deemed necessary, including arranging medical treatment, the administering of anaesthetics and hospitalisation if necessary, even if the parents/carers have not yet been informed. If Caister Primary Federation informs a parent/carer that a child must be collected prior to the usual collection time, for whatever reason, the parent/carer must either collect the child as soon as practicable or nominate and arrange for a chosen representative to do so.
- Parents/carers should inform Caister Primary Federation of any change in home circumstances, address or telephone numbers (including in particular contact numbers for both parents and any chosen representative) as well as any material information relating to their child's health or individual requirements.
- If a parent/carer nominates a chosen representative to collect the child from us, we must be informed of the name of the chosen representative, their relationship to the parent/carer or child and sufficient additional information to ensure that our security systems are not compromised.
- It will be assumed the Caister Primary Federation After School Club has permission for all children to be taken outside the premises onto the school grounds.

As soon as your child attends the club you are bound by these terms and conditions of business.