



St John's After School Club **Terms and Conditions**

The aim of St John's School After School Club is to support working families by providing on-site high quality care and a healthy snacks, in a safe environment for children before at the end of the school day

Booking Sessions

Sessions **MUST** be booked in advance, termly on the **BOOKING FORM PROVIDED** by the School Office. **ALL** registered families must complete a termly booking form even if it is a nil return.

Bookings will only be accepted upon receipt of a Registration Form and payment of the registration fee via Parentmail.

The club is limited to 30 places per day which will be allocated on a first come first served basis.

Ad hoc bookings may be made via email to the school office who will confirm if there are spaces available. Please note that these will only be accepted if space is available on that particular day. Please do not send your child to After School Club for an ad hoc booking unless you have had a confirmation via email from the school

Cancelling Booked Sessions

Any pre-booked session must be cancelled no later than 24 hours in advance either by email to office@st-johns.suffolk.sch.uk or by telephoning the School office on 01473 727554. Any pre-booked sessions not attended and not cancelled 24 hours in advance, will be charged the full session fee. Where a child becomes ill and it is not possible to cancel 24 hours in advance, no session fee will be charged.

In the event of a School closure, session fees will not be charged.

Collection

Children must be collected from the school hall each evening by an appropriate adult listed on your registration form. To ensure the safe collection of the children the appropriate adult will sign the daily club register. You will be able to collect your child/ren from After School Club

up until 5.45pm when the Club closes (term time only). Your child can only be picked up by an alternative adult if prior notification is given via the School Office and a password arranged for pick-up. Please do not park in Victory Road to collect your child/children in consideration of our neighbours.

Snacks

Children will be given a choice of foods from a snack menu including toast, fruit and drinks. We expect that all children attending After School Club will require snacks. Snacks and drinks will be available between 4.00 and 5.15pm.

Registration Fee

One-off registration fee of £20.00 for the first child, additional child £10.00 up to a maximum family cost of £30.00 paid via Parentmail upon the school receiving a completed Registration Form.

Session Fees

3.20pm – 5.00pm	Monday to Friday	£8.50 per session
3.20pm – 5.45pm	Monday to Friday	£9.50 per session

To be paid via Parentmail. Parentmail will be updated one week in arrears.

The following Child Care Vouchers are accepted for payment of daily sessions:

Government Voucher Scheme	50075087839
Edenred Carer account number	P21201747
Sodexo School setting code	919246

Please send evidence of payments made by email to office@st-johns.suffolk.sch.uk and these will then be credited to the relevant Parentmail account.

Fees must be paid in full by the end of each half-term.

School Closure

If for any reason there is a school closure we will endeavour to contact you as soon as possible. Please also refer to the school website and local radio stations for information.

Child Illness

The School's management sickness absence criteria applies to this Club. Parents will be contacted to collect children if they become unwell during After School Club.

Contact/Dietary/Medical/Photo Permission Information

Current information held by the school for your child will be used by After School Club. Please ensure that this information is kept up to date.

Policies and Procedures

All of the policies and procedures of the school apply to this club.