



**Forty Hill Extended Hours
Breakfast and After School Clubs
'The Den Club'**

Application Forms

Terms & Conditions, Admissions & Fees
Agreement

Updated July 2020

Forty Hill CE Breakfast and After School Club

Terms and Conditions, Admissions and Fees Agreement



Forty Hill CE Breakfast and After School club (The Den) is committed to providing a fair and open admission system that offers a competitive price and good value services.

Admissions

When a parent/carer contacts the club enquiring about a place for their child, they will be given all the relevant information including an Application Form, the Terms and Conditions, Admissions and Fees Agreement and informed whether there is currently a place available for their child. To ensure that admissions to the club are offered on a fair basis, the following procedure will be as follows:

- Children using the club every day both before and after school are given priority.
- Siblings
- Next on waiting list

Two full weeks' notice is required in writing or by e-mail if you wish to withdraw your child/children from the Den Club or make any changes to their regular days.

Fees

- Payment of fees should be paid before the attendance of each respective week, minimum one week in advance. Parents are encouraged to pay monthly or half termly in advance. All payments are non-refundable and child absences and holidays taken within term time will not be refunded. Any amendments to your child's booking must be made in writing or by email. Please provide at least 2 weeks' notice. Money will not be refunded for any changes made after this time.

The fees are as follows:

Breakfast club (Breakfast club finish serving food at 8:15am)

7:30am - 8:45am £4.00

After school

3:15pm - 4:15pm £3.00

4:15pm - 5:30pm £5.50

All payments must be made online via ParentPay. Only in exceptional circumstances will cash or cheque payments be accepted.

As per the School's Debt Policy (available on the School's website), should a debt arise and is not cleared upon request, the school reserves the right to refuse access to the Den Club.

Ad Hoc sessions may be available; please speak to Ms Dedman. These sessions would incur an extra fee on top of the above fees.

Late Collection

The Den Club sessions finish at 4.15pm or at 5:30pm. If you are aware that you are going to be late due to an unavoidable delay, e.g. trains or traffic, please contact a friend/neighbour/relative who is in a position to collect your child. Please ensure you contact the Den Club to advise of any changes in pick up, and the person collecting **must** know the **password** as stated on your application form.

Late collection from the first session ending at 4.15pm will incur a full session charge (an additional £5.50) after a 15 minute grace period. Late collection of children from the late session ending at 5.30pm will incur an unsociable hours fine of £5.00 per child for each 5 minutes (e.g. 5 minutes late = £5, 10 minutes late = £10, 15 minutes late = £15 and so on). This is to cover the costs incurred for keeping the school open. In the unlikely event that children are not collected at the end of the day and we are unable to contact you on any of your emergency numbers, Social Services will be called.

For late payments, an email will be sent to inform you of the charge and the deadline for payment. Late payments will be added to your ParentPay account and must be paid online within 7 days. Persistent lateness may result in the loss of your child's place.

Always call the Den's mobile number if there is a problem on **07503 359640**.

Other Terms and Conditions

- The Den Club follows the whole school Positive Behaviour Policy (a copy can be obtained from the school website). Parents will be contacted if there are concerns with behaviour. Exclusion from the Den Club is the final sanction when all possible strategies have been exhausted.
- No medication other than inhalers or epipens can be administered during club time. Basic first aid is available. Parents are advised to use their own judgement if further treatment is needed.
- You may not return to your child's classroom after 3.15pm even if items have been left in class. This is for Health and Safety reasons, wet floors, chemical cleaners, etc.
- As always, there is adequate parking available at Forty Hall or Jesus Church. Where possible, the staff car park will be opened at approximately 4.30pm (*please note that this is not always possible if the Premises team are busy and we request that you do not buzz for the office*). Please park considerately when you drop off and pick up your child.
- There will be no refunds for official school closures beyond our control, e.g. exceptional weather conditions.
- School policy and guidelines underpin all 'Routines and Procedures' at The Den Club.

The best way to contact Ms Dedman is by e-mail jdeman3.308@lgflmail.org

I have read, understood and agree to comply with the above Terms and Conditions, Admissions and Fees Agreement

Name: _____ Signed: _____ Date: _____

Name of child: _____

Address: _____

Telephone number: _____