



## Appendix 1

### S+ Phil and Jim After School Club Terms and Conditions

- A registration form must be completed and returned for each child before a start date is confirmed. If we do not have spaces your child will be entered on to our waiting list.
- Regular bookings will be carried forward from term to term and invoiced accordingly **unless** one half term notice is given of any changes.
- The cost of pre booked places cannot be refunded due to short term absences. In the event of a long term absence, requests for the sessions to be credited can be made in writing to the Headteacher.
- After School Club fees are charged monthly and are due immediately; we reserve the right to add administration costs for reminders sent. Payment can be made online at [www.parentpay.com](http://www.parentpay.com) or by voucher. If you pay by voucher or have any query regarding payment please e-mail: [admin@philandjim.org.uk](mailto:admin@philandjim.org.uk) **Persistent late payers will be asked to attend a meeting and may have their place withdrawn.**
- We may seek emergency medical advice and/or treatment as required and a trained first aider may give emergency first aid.
- **Safeguarding-** If your child is not attending After School Club on any occasion it is essential that you let us know by telephone or email before 2.30pm.
- All children will be expected to follow the school's Behaviour Policy; if this does not happen parents will be contacted. In extreme circumstances the place will be withdrawn.
- Children can be collected anytime between 3.05 and 5.45 pm, please telephone the school office if you are unavoidably delayed – we reserve the right to charge an additional fee for children who are collected after 5.45pm. **Children that are regularly collected late will be invited to school for a meeting and may have their place withdrawn.**
- We like to take photographs of children in after school club to display within school and on our website; please advise us if you **do not** wish us to include your child in these images.
- All policies and procedures are kept in a file in after school club – please ask a member of staff if you would like to access these.

#### Contact Details

Email address	<a href="mailto:clubs@philandjim.org.uk">clubs@philandjim.org.uk</a>
ASC Mobile number	07576 934172
School Office Number	01865 311064