



## Dragonflies Before and After School Club

### Terms and Conditions for Parent/Main Carer

- All children attending William MacGregor Before and After School Club must be registered beforehand; the registration fee is £8.00 for spring and summer terms 2018.
- A booking form must be completed and either emailed to [admin@williammacgregor.staffs.sch.uk](mailto:admin@williammacgregor.staffs.sch.uk) or handed in to the School Office.
- Payment in full via ParentPay must have been made by the Tuesday of the week before care is required.
- A confirmation text message will be sent to confirm/decline your booking once availability has been checked on the Wednesday morning.
- **Fees: Before School Club £4.00 per session and After School Club £8.00 per session**
- Non-payment of fees will result in the loss of registration and childcare.
- Fee increases will be announced eight weeks in advance.
- No refunds will be made for pre-booked sessions unless your child is absent due to illness.
- The Club will be open during pupil school term days from 7:30 to 8:30 am and 3:10 to 5:45 pm.
- The Club will be closed during school holidays and Inset training days.
- If a parent/carer will be late to collect their child from the After School Club they must telephone on **07410 380093** to confirm arrangements.
- A late collection charge of £8.00 will automatically be applied in these circumstances from 5.45pm.
- All late collection charges will have to be settled in full before another booking form can be accepted.
- Parent/carers must supply the Club with emergency contact telephone numbers and these must always be up to date.
- It is the parent/carer's responsibility to notify Club staff in writing of any change of home address, workplace, contact telephone numbers and contact person.
- Children will not be allowed to leave the Club with an adult who is not named as a contact on their registration form.
- Breakfast will be available in the morning session and a light snack provided during the afternoon session. Drinks will be available to the children throughout the sessions.
- It is the responsibility of the parent/carer to ensure that staff are notified in writing of any allergies their child suffers.
- Should a child be on a prescribed medication, it is the responsibility of the parent/carer to notify the Leader and to sign the necessary consent form if medicine needs to be administered during session times.
- We want all children to enjoy their time at the Club, therefore we will expect the highest standard of behaviour at all times. Persistent disruptive behaviour will result in loss of registration and childcare.

### Please sign and return this copy of our terms and conditions

I have read and understood the conditions set out above and agree to abide by them. I understand that failure to do so may result in loss of my registration fee and childcare place.

Name of Child: -----

Name: -----

Signed: -----

Date: