



PUFFINS AFTER SCHOOL CLUB

TERMS & CONDITIONS

Sessions

1. Sessions are to be attended in agreement with the school and are to be pre-arranged by completing the online Booking Form at least 48 hours prior to the first session. Extra sessions can be booked at short notice (48 hours or less) subject to availability and should be paid for in advance using the online booking system.
2. If your child is ill or is unable to attend the After School Club for any other reason, you must notify the school as soon as possible. This should be done by telephoning the school on the main number 01491 836408 Option 1 or email the previous day to office.3244@st-nicholas.oxon.sch.uk.

Fees

1. Fees are payable in advance by using the online booking system, unless otherwise agreed.
2. Fees will be charged at the full rate for every day that the club is open. No refunds will be given if a child is sick or unable to attend. Absence due to long-term sickness (i.e. more than five consecutive days) will not be charged. No refunds will be given for an unexpected school closure e.g. snow day.
3. In the event that fees are not paid on or before the due date the club reserves the right to withdraw provision.
4. Late Collection up to 5:45 pm will incur a £10.00 late pick-up fee per child and £5.00 for each additional 15 minutes or part thereof. Please call the school office on 01491 836408 if you are unavoidably delayed on the day.
5. As the After School Club requires regular booking, four weeks' notice of any changes must be given in writing or payment in lieu of notice.

Closing

1. The club will be closed for statutory school holidays and INSET days.
2. The school reserves the right to close the club at other times. The maximum notice possible will be given.

Registration

1. An online booking form must be submitted before a child can be accepted into the club.
2. All changes to parent/carer/child details must be updated in the online booking system as soon as they occur (in particular emergency contact details).

Declaration

I have read the terms and conditions of St Nicholas C.E. Infants' School Puffins After School Club and agree to follow its policies and procedures.

Parent/Guardian signature Date.....

Print name.....

Name of child:.....