



CUFFLEY SCHOOL



A Foundation School

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After School Club Agreement

Cuffley School After School Club is a friendly, fun environment. It is supervised by permanent school staff and managed by Natalie Boyle. It is based in The Oasis, with use of other school spaces indoors and out. A range of activities are provided, as well as encouragement to complete homework, however, the club is committed to child-initiated learning and play.

The club operates under the policies and procedures of the school.

The club's aims are:

- to provide a high quality of care
- to offer children an exciting range of activities with lots of choice
- to offer a safe place to play
- to offer children and their parents a service that promotes equality, inclusion and values diversity
- to provide children with healthy and nutritious food

After School Club

The After School Club runs from Monday to Friday between 3:15pm and 6pm. At the end of the school day all children are taken to The Oasis. A register is taken. The children are offered a snack which includes sandwiches, toast and variety of fruit. Please note that we do not serve food that contains nuts and we try to avoid any artificial colourings and flavourings.

Children who take part in extra-curricular clubs run either by staff or other providers are still able to join the After School Club at the end of their activity.

The charge for the After School Club is £9 per day (£7 for each additional sibling) until 5:15pm and £12 per day (£10 for each additional sibling) until 6pm.

By joining the club, parents agree that:

- Bookings will be made in line with school procedures.
- Children will be collected from the club, completing the signing out sheets as appropriate.

- If your child is attending another club, before the After School Club, and you choose to collect them early, you will still need to sign them out of the club located at The Oasis.
- Children will be collected on time.
- Contact details are up-to-date to ensure that we can contact you in case of emergency; any changes of address, contact numbers etc. will be provided in line with our safeguarding procedures.
- Any changes in your children's medical information or allergy changes should be advised to the After School Club Manager as soon as possible.
- Children will be made aware of the days that they are attending the club so that they follow the collection procedures.
- Children who are unwell will not be sent to the club (children suffering from infectious, contagious or notified disease will not be admitted to the club).

Booking and Charging Policy

Whilst we understand that there may be times when your children are unable to attend the After School Club for various reasons, the following outlines the school's policy on charging parents:

- Parents are asked to inform the Breakfast/After School Club Manager if their children are not attending the following day's session by 5:15pm the previous day, by emailing cuffleyclub@cuffley.herts.sch.uk. Any cancellations after this time, or cancellations where the After School Club Manager is not informed, will be charged. A total of three sessions per half term may be carried over; any other cancellations will be charged. Please note, the cancellation policy applies to ALL booked sessions. If you need to cancel a session on the day this must be advised to the school office by telephone no later than 3pm.
- Children joining the club after attending any other after school activity, or being picked up early, will still incur the full cost for that session.
- All bookings will be made on a termly basis. All sessions will need to be requested by filling out a google form, which will be emailed to parents/ carers. The form will remain live for two days, where parents/ carers will need to submit their request. Once the booking deadline has been reached, places will start to be allocated.
- You will receive an email informing you of your child's allocated spaces. To confirm these spaces, payment will need to be made in advance. Although booking for the whole term, the fee will be split into two, one payment for each half term. You will be sent an email with a deadline for payment. If payment is not made by this date, then your allocated spaces will be removed.
- Any ad hoc sessions required after the closure of the google form can still be made by contacting the After School Club Manager at cuffleyclub@cuffley.herts.sch.uk. These will be subject to availability and are dependent on staff/pupil ratio. Requests for sessions on the same day must be made through the school office. Payment must be made at the time of booking. Cuffley Club reserves the right to turn away any children for sessions that have not been paid for.

- If a parent/carer wishes to terminate their child's space, part way through a booked and paid for term/half term, we will require one month's written notice, any sessions after the one month's notice period will be refunded.

Responsibility for payment

The responsibility for payment of fees, charges and penalties lies at all times with the person who has made the booking. Failure by the After School Club Manager to make a written or verbal request for payment of fees does not constitute an excuse or reason for late or non-payment.

Penalty Charges

Parents/Carers who are late collecting their children will incur a penalty charge. All parents/carers will be given a five minute grace period after the official closing time of the session booked. This penalty charge will be added to the children's Arbor account the following working day and must be paid before the children attend any further sessions. Failure to pay the penalty will result in the children's place being terminated. Any children left for more than 45 minutes could result in referral to the police or social services.

The penalty charge is as follows:

- If the child is not collected by 5:20pm, an additional charge will be added to cover the extra time until 6:00pm
- If the child is collected between 6:05pm and 6:15pm, an additional charge of £8 per child will be made
- If the child is collected after 6:15pm, a further charge of £8 per child will be made (therefore, each child collected after 6:15pm will be charged a total of £16)

Non-exceptions to the payment

- If a parent chooses to take their children on holiday during term time, they will still be expected to pay full price for the sessions their children would miss as their place will be reserved for them.

Exceptions to the payment

- If the school is closed for any reason, i.e. enforced snow closure, there will be no charge to the parent and the place will be reserved.
- If children are absent from school on an educational visit or a school residential visit, there will be no charge to the parent and their place will be reserved.
- If children are absent from school due to illness the parent/carer must inform the club manager by 8.45am on the day of the session by emailing cuffleyclub@cuffley.herts.sch.uk. Failure to do so will result in the parent/carer being charged for the full session and no credit for the session will be applied.

Termination

- Cuffley School reserves the right to terminate a child's place in the event that the policy above is not followed.
- We also reserve the right to ask you to withdraw your children with immediate effect in the event that children are considered to be continually displaying inappropriate behaviour. Where appropriate, all efforts to work with families will be made before such action is taken.

All queries regarding payments and debts must be referred to the After School Club Manager or School Business Manager.

If you agree to the terms and conditions of the After School Club, please fill out the google form, by accessing the link on the email sent to you.