



Sunset Owls After School Club TERMS AND CONDITIONS

1. Once your child has been allocated a place all paperwork must be signed and completed before or on the first session of the half term.
2. Refunds will not be available if children are absent.
3. Payments must be made for the whole half term in advance, (you will have 28 days from the beginning of each half term to pay your invoice). Late/Non-payment could affect the following terms booking. We accept Childcare vouchers or direct payments. Full details are available from Mrs Lynch. (Please email the business manager at school.admin@hfcs.org.uk to arrange childcare vouchers).
4. 4 Weeks written notice is required to withdraw your child. Should you fail to give the required notice you will be charged accordingly.
5. It is the responsibility of all parents/carers to ensure that their child is collected at the agreed time by an authorised person and who is able to give staff the password on file.
6. **Late collection** (from session one): if a parent/carer is late (between 4.35-4.40pm) then there will be a charge of £5.00, after this time a charge of £10.00 will be payable. This charge does NOT entitle your child to stay until 5.45pm.
7. **Late collection** (after 5.45pm): if a parent/carer is late then a charge of £1.00 per minute for every minute late until 6.00pm and £2.00 per minute until 6.30pm (Please see procedure below).
8. **Should you have three or more late collections in one half term, this will affect bookings for the following term(s).**
9. Children from Reception – Year 2 will be taken to the Sunset Owls by school staff.
10. Children in Years 3 – 6 will be expected to make their own way sensibly through school to Sunset Owls.
11. Any behaviour that is not in line with school policy and expectations, for both children and adults, will not be tolerated and any inappropriate behaviour will be dealt with in the same way as it would be through the rest of the school day.
12. School retains the right to ask any child not to attend if poor behaviour is consistently a problem and this is the only instance when a refund will be made.
13. Sunset Owls will operate on days when the children are in school and not on staff INSET days etc.
14. Children will be given fruit on arrival to Sunset Owls and at 4.30-4.45pm they will be given a further snack.
15. Quiet activities will be provided or the children are welcome to do their homework at the start of the sessions.

Should you have any questions or concerns please address them to:-

Mrs Lynch / Sunset Owls lead in the first instance on;

01753 541442 or email:- Julie.lynch@hfcs.org.uk

If for some reason a child is not collected at the end of their session, the following procedures will be activated.

- If a child is not collected at the agreed time, staff will try to contact the parent/carer by telephone to find out why they are late. If unsuccessful, the emergency contact will be telephoned and asked to collect.
- If a parent/carer or designated adult is more than 30 minutes late in collecting their child, the head teacher will be informed.
- While waiting to be collected, the child will be supervised by at least two members of staff.
- If, after repeated attempts, no contact is made with the parent /carer or designated adult, as a very last resort, the head teacher will call the local social services department for advice.
- If no contact is made by 7.00pm, social services will be informed and the child will be taken to the local police station.