

After School Club

Welcome to our After School Club

Our club is open to all children who attend Bakewell Methodist Junior School and Bakewell Infant School.

We try to run a safe and professional service. If you are interested in using the service please contact the After School Manager via our office on 01629 812389. You will be given an appointment to discuss your requirements and to complete the paperwork.

The club operates between close of school at the infant and the junior schools until 5.15pm in term time only. We do not currently operate in holidays, Inset days or the last Friday of each term.

T&Cs September 2020

Contracts with Parents

Parents are required to register with the club and pay a one off registration fee of £20 for the first child and £10 per subsequent child living at the same address. The contract will be with the parent **named** on the registration forms. Parents who are separated may want to register separately and will be billed separately.

Parents will state which days of the week they require. They will be charged for that/those days all term. For example if parents choose Monday and Tuesday, they will be charged for all the Mondays and Tuesdays in that term (term time only- inset days, bank holidays and other school closures will not be charged for). In certain circumstances we will consider an irregular attendance due to shift patterns. This must be agreed by the Headteacher and changes may only be made in writing **one month** in advance.

Changes to the regular days required, can be made in writing **one month** in advance. This will form a new contract. For example if parents wish to cancel Tuesdays and replace them with Wednesdays the child will no longer attend on Tuesdays for the rest of the year but will attend every Wednesday. **Individual sessions on this contract cannot be cancelled.** This may make a small difference to the overall charge.

Extra sessions may be requested by existing members of the club by giving one week's notice in writing. You will need to complete a paper form, which will need to be signed by the Headteacher before you can assume you can send your child to ASC on the extra day. Initially there should not be a problem accommodating these extra days but if the club becomes fuller we may not always be able to offer a place. A session will be regarded as attendance at part of, or the whole of, one day's club.

Attendance and pricing options

	Minimum attendance	Times	Cost per session
Regular user	1 day per week	3.30- 5.15pm	£8.50
Frequent User	3 days per week	3.30-4.30pm	£5

Snack will not be provided before 4.30pm.

All sessions start at 3.30pm. It would be difficult for children to attend after school activities at the infant school and then attend the after school club. Collection cannot be made after infant school trips extending beyond the end of the infant school day. Children attending after school activities at the junior school will be able to go straight to the after school club.

Late pick up charges.

Regular user	After 5.15pm	+£20
Frequent user	After 4.30pm	+£20

Sessions missed for any reason (illness, holidays, appointments etc) will not be refunded. Sessions missed because of school closures (things like snow or heating failure) will be fully refunded.

Payment should be made in advance and can be made monthly or termly. An invoice detailing the amount to be paid will be sent out before the start of each term. There are facilities for parents to use vouchers online. The contract will automatically end when the child leaves the junior school or with one month's written notice from the parent. A child will not be able to attend unless **payment in advance** has been received.

Signed.....Date.....

Please return a signed copy to school.

Request for extra days at Bakewell After School Club

APPROVAL HAS NOT BEEN GIVEN UNLESS THE FORM IS SIGNED BY THE HEADTEACHER/SENIOR TEACHER.

Five full working days' notice is required to book extra days at our club. If your circumstances are exceptional and you require care more urgently please see the headteacher.

You must not assume that your child has been booked into ASC until this form has been signed by the headteacher or the senior teacher and a copy returned to you.

Name of child.....

Date(s) of extra sessions.....

Signed (parent).....

Date given to ASC member of staff.....(To be completed by member of staff.)

Signed (member of ASC staff).....

Approval of Headteacher or senior teacher.

Signed.....date.....