

After School Club Terms and Conditions

Applicable from September 2023

- 1) Payment is charged at £9.00 per session **and is payable in ADVANCE of any session being taken.** You can pay weekly, monthly or termly. We accept cash, Childcare Vouchers or cheques. You can also pay on-line.
- 2) All booked sessions (either advanced or not) will be charged for, even if they are not used (this includes holidays, children being picked up from class etc). There will be no refunds.
- 3) If sessions are not taken up for a period of two weeks (without prior communication) the sessions will be cancelled and offered to other parents. The sessions will be charged for.
- 4) If a child is absent from school due to illness or sent home from school ill, then the session will **NOT** be charged for.
- 5) If we do not receive at least one week's notice (**5 school days**) in advance about a cancellation, then parents will be expected to pay for a session.
- 6) Ad-hoc sessions will be charged at £11.00 per session. This is to cover costs for extra staff and admin organisation.
- 7) Merton After School Club reserves the right to withdraw places at anytime. It is at the school's discretion as to when illness absences will be charged for.
- 8) **There will be a late payment fee charged of £9.00 for each week that the fees are late. (This will be strictly enforced)**
- 9) **There will be a late pick up fee charged at £9.00 per child (for every part quarter of an hour) for each occasion that your child is late being picked up (pick up time is 5.45 pm at the latest, however this will change to 6.00pm in September 2024). This charge will be added to your account.**
- 10) If for any reason you are going to be late collecting your child you must call the After School Club on **07895 599875** to advise them. **Please make a note of this number as the main school office will not be manned.**
- 11) The After School club will not run on the last day of each full term ie: Christmas, Easter & Summer.

Headteacher: Mrs Larissa James BA (QTS) NPQH



Flexibility: We offer flexibility to move booked days within a given week, when paid for in advance.

We can only guarantee a place if they are booked in advance. Additional sessions can only be booked if we have places available. If you need your child to attend a session you can phone the office.

I acknowledge receipt of these terms and conditions, I have read them and I agree to abide by them. This includes a late payment charge of £9.00 for each week that fees are late and the late pickup charge of £9.00 for every part quarter of an hour.

Parents' Signature: _____

Date: _____

Parent's Name: _____

Child's Name: _____
(Please Print)

Class: _____

Please return to the Office

Thank you for your help

