

Andrews' Endowed CE Primary School

Rainbow Friends
After school club

Club Telephone Number: 07833 661667

Booking Terms and Conditions

Charges

After School Club – 3.30 - 5.00 p.m. £8.50
3.30 – 6.00 p.m. £11.00

We reserve the right to charge an additional fee for late collection of any child at £8 for the first 30 minutes and £10 for every 30 minutes thereafter.

What is the Booking Procedure?

Permanent Places must be booked and paid for in advance for each half term via a booking form. Payments should be made via our online payment system SCOPAY.

There will be no refunds unless your child is absent due to illness.

If you wish to permanently cancel a regular booking you will need to give 2 weeks' notice in writing. All sessions must be booked in advance (by 3.30 pm the previous day for After School Club wherever possible)

Additional ad hoc After School Club Sessions may be available at short notice but cannot be guaranteed, online payment can be made in advance, contact on the day must be made via the school office on 01420 83094.

If you are in arrears you will be unable to book any further sessions until the account is clear, please speak to the club Manager (Mrs Beverley Pither) in confidence if you are having financial difficulties.

Parents/carers must complete a Club Registration Form and provide an up to date Emergency Contacts Form before any bookings can be accepted – including ad hoc bookings.

Where do I Pick Up?

Pick up is from the hall, using the black gate side entrance near the school office, at either 5.00pm or 6.00pm (as per booking). The exception is for a 6.00 p.m. pick up on Fridays only, when children should be collected from the front door of the main school house.

What happens in the club?

We offer a range of sport, art, cooking and craft activities as well as games and puzzles.

What will my child eat and Drink?

We will serve a nutritious snack. This may include wraps, bagels, toast, crackers, soup, fruit yogurts and we offer water, juice and milk to drink.

What happens if something goes wrong?

Our after school club staff are employed to look after your children at the end of the school day. We expect interactions with all of our staff to be courteous and polite at all times. We reserve the right

to withdraw a place in the event of unacceptable behaviour to any member of staff by children or parents/carers.

If you have a complaint, please speak to the Club Leader in the first instance, or Mrs Beverley Pither. Please refer to the School's Complaints Policy available on the school website or from the school office.

Who should I contact?

Any general day to day issues can be raised with the Club Leader. If you have any further queries, please contact Mrs Beverley Pither via the school office on 01420 83094 or email schoolsupport@aeprl.co.uk.

June 2021