



## **Out of School Club – Terms and Conditions**

The following Terms and Conditions support the effective administration of the Out of School Club and ensure the safety and wellbeing of all children attending.

### **Administration and Safety**

- If you need to contact the club urgently during opening hours, please call the school on 0113 2301116 (ext. 5).
- All children must be dropped off and collected by a parent/carer. A member of staff will sign each child in and out.
- Children attending Morning Club must be accompanied into the school building by a parent/carer to ensure safe registration.
- Children attending After School Club must be collected by an adult by 6:00pm (Monday–Thursday) and 5:00pm (Friday). If delayed due to exceptional circumstances, please call 0113 2301116.

### **Late Collection Charges:**

A late collection fee of £5.00 will be charged for every 10-minute period or part thereof, after closing time. This fee will be applied to cover staffing costs, as staff are required to remain in work until the child is collected safely.

### **Admissions**

Admissions are allocated in the following order of priority:

1. Children already attending the club
2. Siblings of children already attending
3. New and existing Adel Primary School pupils
4. New and existing Adel Primary School Nursery pupils

If the club is at maximum capacity, your child can be added to our waiting list and we will inform you when a place becomes available.

**Bookings must be renewed every academic year, this does not happen automatically.**

### **Bookings**

- All bookings must be made via <https://adelprimaryschool.magicbooking.co.uk/>
- All bookings are subject to availability.
- Bookings must be paid at the time of booking unless an instalment plan or childcare voucher/Tax-Free Childcare is used.

### **Cancellation Notice and Charges**

- Parents/ carers must cancel sessions themselves.
- 28 days' notice is required to avoid charges.
- Sessions cannot be swapped without 28 days' notice.
- All bookings must be made prior to arrival onsite.

### **Fees**

- Fees are payable one month in advance.
- Childcare Vouchers, Tax-Free Childcare, Standing Orders, and card payments accepted. No cash or cheques.
- Voucher reference: Child's Name + 10293
- TFC code must be provided.
- Failure to make payment may result in the booking being cancelled.

### **Insurance**

We have extensive insurance cover, full details available on request.

### **Termination / Cancellation**

28 days' notice is required to cancel or amend sessions. Payment in lieu of notice will be charged.

### **Informing the Club**

Parents must keep contact, medical, and collection information updated via Magicbooking.

### **Child Protection**

Procedures follow the school's Child Protection Policy.

### **Positive Behaviour Policy**

Staff may request that a child be withdrawn if behaviour negatively impacts the club.

### **Liability**

We accept no responsibility for any financial loss suffered by parents, arising directly or indirectly, as a result of the Out Of School Club being temporarily closed or the nonattendance of your child for any reason, this applies to absence due to sickness, holidays or cancellation of any after school activities.

The club is not responsible for financial loss, absence, or property damage except where negligence applies.

### **Accidents and Illness**

Our trained first aiders will administer basic first aid and treatment when necessary. For more serious conditions requiring hospital treatment, all attempts will be made to contact parents, but failing this, we are authorised to act on behalf of parents and authorise necessary treatment.

In line with the school's Medical Conditions Policy, asthma inhalers are kept in the pupils classroom, which are easily accessible when/ if required.

Children with infectious illnesses must not attend.

### **Safeguarding and Security**

Alternative collectors must be pre-arranged and provide a password and signature.

### **General Information**

Parents must disclose medical, dietary, and additional needs and follow the Complaints Procedure where required.

### **Abuse of Staff**

Threats or abuse will result in termination of contact and may be reported to police.

### **Data Protection**

Personal data is collected only for registration and booking purposes. Data handling is in line with the schools Data Protection Policy.

### **Agreement**

These Terms and conditions must be agreed at booking of the club.

Terms and conditions may be updated with two months' notice.