

After School Club



Registration and Booking Procedures

Registration

The Club accepts children age 4 to 11 years who attend St. George's School. The club operates from the end of the school day until 6pm, Monday to Friday, term time only. There will be no club provision on the last day of any term.

All children must be registered with the club in order to attend. A registration form must be completed for each child. All records will be secured in a locked cupboard in line with our confidentiality policy. At the beginning of every term a letter will be sent to parents/carers advising them to regularly update their contact details.

We ensure that information about the After School Club is accessible to all families, copies of our booking and registration forms are available from the school's reception.

Session and Ad-hoc Bookings

The club is flexible about attendance patterns to accommodate the needs of individual children and families.

Bookings are taken on a first come first served basis. The club accepts 28 children per session until 5pm, and 24 until 6pm, but this depends on staff ratio on the day (see Club Closure). Children will be placed on a waiting list for particular sessions if the Club exceeds this number, and parents/carers will be contacted once a place becomes available.

Booking forms are issued via the school before the start of each Academic Year. Forms should be returned with payment, in advance by cheque prior to the start of the booking period.

Ad hoc bookings can be made via Lower School Receptionists, but are subject to places being available and staff ratio. The admin staff will confirm places. Sessions should be paid for at the time of booking or when collecting a child. We have the right to refuse any family for non-payment of fees. If, on enquiring about a place for their child, a parent or carer is informed that there are currently no spaces available, the Club's waiting list procedure will be explained and then activated on the parent/carers behalf.

Refunds for cancelled sessions will not be issued unless at least 24 hours' notice is given to the school. The club operates a credit system for cancellations which are redeemed off the next booking fees.

Terms and Conditions of Booking

1. Bookings must be made in advance to the Admin Staff.
2. Fees must be paid half termly in advance
3. Fees are subject to change. The School will give you half a terms notice of this fact.

4. Ad-hoc bookings will be accepted if places become available, but must be paid for at the time of booking or when collecting the attendee. The club has the right to exclude a family for non-payment of fees.
5. Refunds for cancelled sessions will not be credited unless at least a week's written/emailed notice is given.
6. All children will be collected from their classrooms and escorted to the club by a staff member.
7. Children must be collected promptly at the scheduled end of the session. **Penalties of £20 per fifteen minutes will apply to those collecting children late.** This will be charged on every occasion.
8. Children will only be allowed to leave the Club with a known parent or carer as identified on the registration form. The Club will refuse collection of a child if the person is unknown to the staff or no permission has been given. Please see our Collection Policy for full guidelines.
9. The Club reserves the right to exclude a child if he or she consistently misbehaves, or if any of the terms and conditions are not adhered to. Prior to exclusion, any problems will be discussed with the parent/carers in order to attempt to resolve the difficulties amicably. Please see Behavioural Policy
10. Any accident or incident and resulting action will be recorded on an accident/incident form, and must be signed by the parent/carers.
11. The club will not accept responsibility for the loss or damage of any personal belongings.
12. St. George's Afterschool Club complies with the Early Years Foundation Stage and child protection guidelines as laid out in Birmingham Safeguarding Board guidelines and the statutory procedures.

This policy was reviewed 2017

This policy will be reviewed 2018