

# Lavender Primary School After School Club



## Terms and Conditions

- Places are allocated on a first come first served basis and are set until cancelled.
- If your child does not attend a session the full amount will still be charged. If your child is not in school due to illness you will not be charged if you have provided the school with adequate proof.
- Fees should be paid no less than a week in advance. If a session has not been paid for, in advance, your child will not be able to stay and a member of staff will contact you to arrange immediate collection.
- Fees are to be paid using Parent Pay.
- If your account does not have enough credit to cover a booked session your child will not be able to stay and the member of staff on late duty will contact you to arrange immediate collection. Any subsequent bookings may be cancelled and because of high demand you may not be able to rebook sessions.
- If your child is picked up late a charge of £5 will be made for every 15 minutes beyond the collection time. This will commence from the third time the child is collected late. If your account does not have enough credit to cover the fines your child will not be able to attend any further sessions until all debts are cleared. We follow the Enfield Safeguarding Children Board Policy and Procedure for Primary Age Children not collected from school at the end of the school day which could result in Children's Services involvement.
- Any term time holidays/breaks taken from After School Club are still subject to payment to keep your place. You will not be charged if your child is attending a Lavender educational trip or away at one of the residential trips. (Years 4, 5 & 6 Camps).
- One full week's notice is required if you wish to withdraw your child/children from After School Club.
- The After School Club falls under the cover of Lavender Primary School's Debt Collection Policy.

September 2018

---

I have read, understood and agree to follow the Terms and Conditions of Lavender's After School Club.

Child's name: \_\_\_\_\_

Parent/Carer's name (print): \_\_\_\_\_

Parent/Carer's signature: \_\_\_\_\_

