



## Dragonflies Before and After School Club

### Terms and Conditions for Parent/Main Carer

- All children attending William MacGregor Before and After School Club must be registered beforehand; the registration fee is £10.00 per academic year.
- A booking form must be completed by the Thursday of the week before the care is required. The Weekly form is on the school website.
- Payment in full via ParentPay or childcare vouchers must have been made by the Thursday of the week before care is required.
- A message will only be sent if we are **not** able to offer your child a space for the following week.
- Any changes in price will be advised 6 weeks before.
- **Fees: Before School Club £5.00 per session and After School Club £9.50 per session. Sibling discount available.**
- Non-payment of fees will result in the loss of registration and childcare.
- No refunds will be made for pre-booked sessions unless your child is absent due to illness.
- The Club will be open during pupil school term days from 7:30 to 8:30 am and 3:10 to 5:45 pm.
- The Club will be closed during school holidays and Inset training days.
- If a parent/carer will be late to collect their child from the After School Club they must telephone on **07415 236437** to confirm arrangements.
- A late collection charge of £9.50 will automatically be applied in these circumstances from 5.45pm.
- All late collection charges will have to be settled in full before another booking form can be accepted.
- Parent/carers must supply the Club with emergency contact telephone numbers and these must always be up to date.
- It is the parent/carer's responsibility to notify Club staff in writing of any change of home address, workplace, contact telephone numbers and contact person.
- Children will not be allowed to leave the Club with an adult who is not named as a contact on their registration form.
- Breakfast will be available in the morning session and a snack provided during the afternoon session. Drinks will be available to the children throughout the sessions.
- It is the responsibility of the parent/carer to ensure that staff are notified in writing of any allergies their child suffers.
- Should a child be on a prescribed medication, it is the responsibility of the parent/carer to notify the Leader and to sign the necessary consent form if medicine needs to be administered during session times.
- We want all children to enjoy their time at the Club, therefore we will expect the highest standard of behaviour at all times. Persistent disruptive behaviour will result in loss of registration and childcare.

### **Please sign and return this copy of our terms and conditions**

I have read and understood the conditions set out above and agree to abide by them. I understand that failure to do so may result in loss of my registration fee and childcare place.

Name of Child: -----

Name: -----

Signed: -----

Date: -----