

Kilburn Grange School
Priory Park Road
London
NW6 7UJ
Tel: 0207 504 0547
www.kilburngrangeschool.org.uk
info@kilburngrangeschool.org.uk

After School Club/ After Care Agreement 2017 - 2018

After School Club (ASC) and After Care (AC) are daily clubs run by Kilburn Grange School and for the pupils who attend the school only. Parents will be informed about any closures in advance, or in cases of unforeseen circumstances, at the earliest possible opportunity.

The aim of ASC and AC is to provide additional provision through various activities that will enable children to learn, play, develop additional skills and have a safe place to socialise with their peers.

The cost of After School Club is £6.00 per child per day from 3:45pm - 4:45pm.

The cost of Breakfast Club and After Care is £2:00 per day child per day.

Registration

When you have registered your child with the ASC/AC, this reserves a place for your child to attend on the agreed days, commencing on the agreed starting date.

If there are no places available your child will be placed on a waiting list. This is operated on a rotation basis according to the date the application was received.

There is no guarantee that a place will become available.

Should parents choose to terminate their child's place at ASC please be aware that you will have to re-register should you want them to re-join.

Payment of Fees

All ASC/AC pre booked sessions are to be paid for a term in advance via ParentPay unless alternative arrangements are agreed in advance. Children cannot attend ASC unless payments have been made before attending sessions.

Notice Period: If parents/carers wish to reduce the number of days that their child attends ASC or stop their child attending completely, a minimum of one-week notice is required.

Fees are reviewed annually. Parents will be given notice of any changes.

Kilburn Grange School reserves the right to terminate any child's place at ASC/AC if:

- * Any ASC/AC fees remain unpaid.
- * Parents breach any section of the agreement.
- * The safety/enjoyment of other children is being compromised.
- * The school deems such action as necessary.

Mutual Obligations

1) Parents are expected to notify the school by **12pm** if their child is not attending the session on that day session and parents will still be expected to pay for the session they wish to cancel.

2) We reserve the right to send home any child if such action is deemed to be necessary or if it is in the best interests of that child or other children. The school is obliged to follow any procedures and policies with regards to sending children home safely.

3) Parents must not call the school during the day to ask for their child to go to ASC. On registration you will be asked what days you require and therefore your child will have to attend those days only. If you require a change to your days, you will need to request for these changes on either the Friday afternoon or Monday morning with payment. The accommodation of any requests for change in days is at the discretion of ASC. In exceptional circumstances the school will try to accommodate any last minute requests in order to support families.

4) If your child does not attend ASC/AC without the required notice, then you will still be charged the full amount for the session.

5) Please collect your child promptly. We appreciate that delays can sometimes be unavoidable but to cover our costs we reserve the right to charge for caring for children outside ASC/AC hours. The cost for picking children up late will be **£5.00 every 5 minutes and payments are made via ParentPay.**

6) Parents/carers should inform the ASC if any of the following details change.

- i) Marital status
- ii) Address or telephone numbers (including contact numbers for both parents/carers and any other chosen representative)
- iii) Any information relating to their child's health or individual requirements.

7) If a parent/carer nominates a chosen representative to collect their child from us, we must be given the following information:

- i) The name of the chosen representative.
- ii) Their relationship to the parent(s) or child and sufficient additional information to ensure that our security systems are not compromised.

Representatives chosen to collect the child **MUST** be over 18. We will not be able to send a child under the age of 5 home with anyone under the age of 18. Identification of your chosen representative may consist of an ID including a photograph or other information agreed between us and the parent.

8) It will be assumed the ASC/AC has permission for all children to be taken outside the school building onto any other area of the school grounds during the times specified for ASC.

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Terms and Conditions

As a result of individual parents not complying with the payment plans, we will be forced to terminate our agreement with you.

Our legal and insurance responsibility does not commence until 3.30pm and ceases at 6:00pm.

To cover staffing costs for lateness, a fee of £5.00 will be charged for every 5 minutes that your child remains in our care.

Late fees for ASC commence from 4:45pm.

Late fees for AC commence for 6:00pm.

Your child will not be able to return to ASC until the late fee is paid in full.

If you are continually late (3 times or more in one half term) then the ASC has the right to terminate your contract with immediate effect.

If a child is left in out care beyond 6:00pm and contact cannot be made with parents or agreed chosen representatives then we will inform the local police and the relevant out of hours, social services "duty" emergency team (0208 356 2806).

Please Note - Parents are expected to give one week's notice to the club if their child no longer need the ASC service, this notice should be given in writing. Once the notice is given by parents/carers, this will bring our contract to an end.

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Acceptance of Terms and Conditions:

I (print your first and last name) _____ agree to the Kilburn
Grange School ASC/AC Terms and Conditions,
for (print your child/children first and last names)

1) _____

2) _____

3) _____

4) _____

to attend the after school club.

Name: -----

Signature: ----- Date: -----/-----/-----