

Kilburn Grange School  
Priory Park Road  
London  
NW6 7UJ  
Tel: 0207 504 0547  
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## **After School Club/ After Care Agreement**

**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 After School Club runs from 3:45pm - 4:45pm. The Breakfast Club is from 7:45am – 8:30am, the Sunset Club is from 4:45pm – 6:00pm.**

## **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.

**There is no guarantee that a place will be available. Places are allocated on a first come, first serve basis.**

## **Payment of Fees**

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

**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) 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.

2) 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 SchoolsBuddy.**

**3) 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.

4) 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.

5) 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.

## **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

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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).

**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: -----/-----/-----