



Terms and Conditions

Bookings & Payments

All places must be booked and paid for in advance using Arbor. Financial support is available for those children who are in receipt of Pupil Premium. Please contact the school office for further information. Siblings will receive a 10% discount which is automatically applied to your booking.

Children can be booked in on a regular basis each week/term or on a more casual/ ad hoc basis.

Ensure you pre-book your child's place at the After School Club by 3.00pm on the day prior to the club. If your child is not booked in by then, they will be unable to attend unless there are exceptional circumstances. Some clubs will have a restriction on the number of children who can attend and places will be allocated on a first come, first served basis so we advise booking early to avoid disappointment. If the club is full, your child will not be able to attend as we have strict ratios we must adhere to for Health and Safety purposes and to comply with the school's risk assessment.

Your child will NOT be able to attend the Club unless full payment is made with the booking.

Cancellations/Refunds

If you need to cancel your child's place, you must do so by emailing the school office by 3.00pm on the day prior to the club on admin@littlebowden.leics.sch.uk. If your child is on a trip/absent from school, it is your responsibility to cancel their place. All children on the register after 3.00pm on the day prior to the club will be charged.

Last Minute Cancellations

In exceptional circumstances, if you need to cancel a place after 3.00pm on the day prior to the club, please ring the school office on 01858 462528 so that we can account for your

child. This is important for registers and for safeguarding reasons. You will still be charged for the session as cancellations after 3pm cannot be refunded.

Late Collection

If a parent arrives late for the afterschool club, a late charge of £10.00 per child will be incurred per quarter of an hour to cover the costs of the staff who are legally required to supervise the child. If a parent is persistently late (3 times), your place may be terminated.

Please note that these charges need to be paid before your child attends After School Club again.

Use of Equipment

Equipment is expensive. If we see pupils deliberately damaging equipment, we will ask parents/carers for a financial contribution to cover the cost of the item.

Behaviour

We aim for our club to have a friendly and relaxed atmosphere but the usual standards of behaviour, consistent with the school policy, are expected by all children. After School Club provide an excellent environment in which our children will have to build new friendships and learn new skills.

If children do not behave in an acceptable way during the club sessions, parents will be informed of incidents of poor behaviour. If there is no improvement in behaviour after speaking to the parents and the child is jeopardising a 'safe and orderly' environment, the school reserves the right to withdraw the child from the After School Club.

Please can you ensure you familiarise yourself with the above Terms and Conditions. Placing a booking for wraparound care, will indicate your acceptance of these terms and conditions.