



1. Aims

Our aims: We aim to provide a high-quality service which meets the needs of both children and Parents/Carers.

For a child, this means an environment that is safe, supportive, encouraging, nurturing, a place to be with friends and make new ones, try out new activities, to relax, to have fun and enjoy.

For Parents/Carers, this means knowing that your child is safe and happy in a club that is reliable and offers a consistent service.

Parents/Carers are expected to give their support and encouragement to the aim of d'Auvergne After School Club and to uphold and promote its good name. d'Auvergne After School Club will ensure that appropriate standards of behaviour, engagement and hygiene are maintained.

2. Parents/Carers authority

Welfare of the child: The Parents/Carers authorise d'Auvergne After School Club to take all necessary action to safeguard and promote the welfare of the child. Parents/Carers consent to use such physical contact with children as may be lawful, appropriate, and proper to provide comfort to a child in distress or to maintain safety and good order. Parents/Carers consent also to emergency medical treatment, including surgery and/or general anaesthetic, if certified necessary by a doctor and if Parents/Carers cannot be contacted on the emergency numbers provided in time.

Collecting Children: It is the responsibility of the Parents/Carers to provide us with clear instructions of whom is authorised to collect your child or if the child is allowed to walk home at the end of the day. Please complete the booking form accordingly. After School Club finishes at 5pm for children and supervisors. Please ensure that all arrangements are in place for children to be collected on time.

Late Collection Charge

It is the duty of the Parents/Carers to make provisions for children to be collected promptly. A penalty fee will be applied for late collection as follows:

- £5.00 per child for first 15 minutes
- £5.00 per child for each 15 minutes thereafter

Absent Children: When reporting absences to school please ensure that you also notify that your child will also not be attending After School Club, as these registers are updated daily.

Accidents: All accidents, that staff are made aware of, are documented in an accident book and reported to Parents/Carers where required.

Loss of property: d'Auvergne After School Club will not be liable for loss of property brought onto the premises by child or Parent/Carer.

3. Entry to d’Auvergne After School Club

In the event of over-subscription priority will be given to siblings of pupils already attending After School Club.

Registration:

- Ad hoc Sessions - Once a completed Application Form and signed Terms and Conditions form has been returned to us, along with session pre-payment, a child will be registered with our service and bookings for sessions may be made. Ad hoc sessions are charged at a rate of £7.00 per hour. Please see below booking a place.
- Regular sessions – Following receipt of an application form and signed terms and conditions, the parent/carer will be notified if they have been successful in obtaining a place at the d’Auvergne Primary School After School Club

Booking a place:

Ad-hoc sessions – these can be made via email (ascadmin@dauvergne.sch.je) or by calling telephone number 625858. These are for single sessions only, and bookings can be made subject to availability at the earliest seven days before requested date. The Parent/Carer will be notified whether a place is available as soon as possible after receiving the request for a place.

Regular sessions – On receipt of an application form the Parent/Carer will be advised via email from ascadmin@dauvergne.sch.je if a space is available.

Sessions can be extended by request if there is availability.

Session Availability

The After School club will run from the end of the school day to 5pm. There will be no sessions during school holidays, on the first day of the Autumn term, on the last day of the term or on inset days.

4. Fees and Discounts

- The cost for one hour session is £6.00 and £11.00 for 2 consecutive hours sessions.
 - Discounts are available for families for £1.50 per hour and £2.00 for 2 consecutive hours per additional sibling committed to the full term.
 - Please ensure to settle payment of invoice by due date, should you experience any financial difficulties in making a payment by the due date please contact After School club Admin and a settlement plan will be arranged.
 - Parent/Carers that choose to use the club on an ad hoc basis must ensure that their account is in credit. Sessions will not be allocated if funds are not available or in deficit.
 - Invoices for regular sessions will be sent out termly. These are payable on receipt. If no payment is received the school reserves the right to cancel a child’s place and may refuse further applications.
-

-
- No refund will be given for sessions only part attended.
 - No refund will be given if the child is absent (absence includes authorised holiday during term time), sick, or if school is closed due to unforeseen circumstances, e.g., snow.
 - Fees will not be charged if a pupil is unable to attend After School Club because of a residential trip organised by d'Auvergne Primary School
 - Fees are the responsibility of the person who signed the Terms and Conditions form or who has parental responsibility for the child.
 - Persistent lateness of picking up a child will result in the After School place being withdrawn.

5. Changes/ Amendments

Please be mindful when selecting activities, as an admin fee of £10.00 per child will be applied to any changes or amendments made to confirmed bookings.

6. Standard terms and conditions: Reasonable changes may be made from time to time to these standard terms and conditions and to the level of fees.

7. Cancellation and removal

Termination of the Contract:

- Ad hoc Sessions - If Parents/Carers are told that their requested sessions are available, but they choose not to send their child, a charge will still be made.
- Regular sessions – Four week's written notice must be given to cancel a child's place at After School Club. Unless permanently cancelling a place, then sessions allocated to a child must be paid for in full.
- A child will leave d'Auvergne After School Club when he/she leaves d'Auvergne Primary School premises.

8. General Conditions

d'Auvergne After School Club staff will be informed of sensitive issues concerning the child on a 'need-to-know' basis.

Special Education Needs and /or Disabilities (SEN/D): Parents/Carers should notify d'Auvergne After School Club of any challenges that may occur due to SEN/D.

For all bookings, please advise if your child has any additional needs (including any sensory needs, autism, ADHD, etc) as we have to take this into consideration as staffing may be limited to provide the appropriate support .

Children Needs and Behaviours: Parents/Carers hereby accept the decisions of the Supervisor and staff, who will take all reasonable actions necessary to safeguard and promote the welfare of each child and the d'Auvergne After School Club community.

If we feel that After School Club is not meeting the needs of a child, or their behaviour is not appropriate, we shall invite parents / carers to meet to discuss the arrangement with a view to improving the experience for all. An example of needs not being met might be that we cannot provide the level of staffing that an individual child may require.

Where a pupil's behaviours are proving problematic, the staff would be expected to follow the School's Positive Behaviour Support plans. If behaviours continue to be frequently challenging, the offer of a place at After School Club will be withdrawn as this is a non-statutory provision.

Should a place at After School Club be withdrawn by school, we shall provide a minimum of two weeks' notice to parents / carers. If school withdraws the place, fees will be reimbursed.

Equality: d'Auvergne After School Club welcomes staff and children from many different ethnic groups, backgrounds, and creeds. Similarities and differences are valued and respected and all are treated equally.

d'Auvergne After School Club will do all that is reasonable to accommodate the needs of children with SEN and / or D, given the staffing and other resources available.

Exceptional School Closure (e.g. Severe weather): In the event of d'Auvergne After School Club's closure due exceptional circumstances, Parents/Carers will be informed via the school website and via the email system. A refund of session fees would not be made under these exceptional circumstances.

Insurances: d'Auvergne After School Club maintains those insurances which are prescribed by law. The d'Auvergne After School Club is covered by the school's insurance.

Complaints: Parents/Carers who have cause for complaint in relation to any matters of quality, safety or care must inform the school on ascadmin@dauvergne.sch.je or telephone: 625858.

9. After School Club Policy documents

More details of the After School Club working practices may be found in the following policy documents.

- [Admin of Medicine Policy](#)
- [Counter-Bullying Policy](#)
- [Positive Behaviour Policy](#)
- [First Aid Policy](#)
- [Safeguarding Policy](#)
- [Intimate Care Policy](#)

All the above policies are available on our website. If a copy is required of any of these policies a request for a copy can be made to the school office.
