

# Bell Farm After School Club – Terms and Conditions

## Opening Hours

The After School Club will be open from 3:15pm until 6pm, Monday to Friday during term-time only. It will not be available on inset days or bank holidays. When school finishes early, at the end of term (before the Christmas, Easter and Summer holidays), the Club will open earlier to accommodate the children, but will close at 5pm.

Places at After School Club are available for one year. Please apply before the end of May for a place in the following September. Children who require a place on a 'permanent' basis (i.e. every day) will be given priority over new applicants, as long as the application is received before the end of May.

We reserve the right to refuse or terminate a place at the After School Club following breaches of the school behaviour policy.

## Fees

- Fees for After School Club remain payable for periods of absence (holidays and sickness) as the child's place is kept open and staff and associated costs continue to accumulate and have to be met by After School Club.
- Fees for After School Club are billed by invoice every half term. There will be a final payment date on the invoice, which will be the week before half term. The account must be cleared by this date. If payment is not received, your child will not be eligible to attend After School Club for the following half term. The place will be reinstated at the start of the half term once the balance is clear.
- If your child starts After School Club half way through a term, an invoice will be issued and payment will be required by the end of that term.
- If your child attends After School Club on an ad-hoc basis, the charge of £11.50 should be paid online on the day the child attends.

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## **Staff**

All of our staff are DBS checked, hold a full and relevant first aid certificate and a food hygiene certificate. The Supervisor and Deputy will have safeguarding training.

## **Departure**

After School Club will close at 6pm. All children MUST be collected by this time. Any collection after 6pm will incur a penalty fee of £5.00, payable on invoice. There will be an additional charge of £5.00 for every 10 minutes thereafter. This means that a collection made at 6:10pm will incur a charge of £10.00 and a collection at 6:20pm £15.00. If you are late to collect on more than one occasion, we reserve the right to terminate the place at After School Club.

## **Security**

For security purposes, if any other person (other than a parent) is collecting your child, we must be informed beforehand and a form of identification must be brought upon collection of your child.

## **Cancellation**

If you wish to cancel your permanent sessions, you must give us notice amounting to half a term. This notice must be in writing, preferably by email to [asc@bell-farm.surrey.sch.uk](mailto:asc@bell-farm.surrey.sch.uk). You will receive an acknowledgement and a final amount to be paid before your child can be taken off the register.

## **Policies**

All of the school policies, as on our website, apply to the After School Club.

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## Contact Information

If you wish to book an ad-hoc place, or someone else is collecting your child, please telephone the School Office on 01932 224009 or email [asc@bell-farm.surrey.sch.uk](mailto:asc@bell-farm.surrey.sch.uk)

If someone else is collecting your child, please call the After School Club on 07427243635 between 3:15pm and 6:00pm.

## Childcare Vouchers

We are registered with the following voucher companies:

Allsave Limited	Search for Bell Farm Primary School
Busy Bees Benefits	Search for Bell Farm Primary School
Care – 4	Our account number is 61445404
Childcare Plus	Search for Bell Farm Primary School
Computershare	Search for Bell Farm Primary School
Edenred	Our account number is P20852981
Enjoy Benefits	Search for Bell Farm Primary School
Fair Care	Search for Bell Farm Primary School
Fideliti	Search for Bell Farm Primary School
Sodexo	Search for Bell Farm Primary School

If you are part of another scheme, please let us know and we will register with them.