



William Morris After School Club Terms and Conditions

Parents/carers will ensure that all telephone numbers and contact details and information on the registration form are kept up to date at all times.

Parents/carers agree to book and pay for sessions **in advance by the Wednesday of the week before.**

It is not possible to swap days or refund monies due to non-attendance once a booking has been made, unless 48 hours notice has been given. Parents/carers should be aware that it is their responsibility to check bookings are correct.

Any costs incurred by William Morris After School Club relating to the recovery of fees will be added to any amount outstanding.

After School Club finishes at 6:00p.m. Staff must ensure that everything is packed away and premises are left by 6.15p.m. We therefore must ensure that children are collected no later than 6.00p.m.

Please note that if a child is collected late from the After School Club, parents/carers will be invoiced for the extra staffing costs incurred at £5.00 for every 15 minutes late.

All children are expected to behave appropriately at the setting. Parents will be informed if their child's behaviour is inappropriate. We also ask that you as parents help us to set the right example to the children by treating our colleagues with respect.

In the event of an emergency, parents' consent is given to the seeking of any necessary emergency medical advice or treatment during the running of the setting.

Unless stated in the allergies section on the form, I give permission for William Morris After School Club staff to use antiseptic wipes and/or plasters should they be needed. Only medication prescribed by a doctor will be administered by the staff and we must have prior written permission of the parent/carer. Please refer to the Administering of Medication policy on our website.

Parents/carers will familiarise themselves with the William Morris After School Club policies which will be available on our website.

All information which we have been given relating to your child will be held securely and confidentially.

William Morris After School Club believes that every child is entitled to a safe and happy environment. All adults associated with the After School Club are committed to this statement. Anyone accessing the facilities offered will also accept these principles and should anyone have any concerns, we will seek the advice of professional agencies and follow our school's Safeguarding Procedures.