

After School Club - Terms and Conditions

General

- The club is open to all Lakeside Primary School pupils from Reception to Year 6.
- The opening times are from the end of the school day until 5.45pm, Monday to Friday.
- There are 3 band options available:
 - **Band A**
(From the end of the school day until 4.30pm) £5.00
 - **Band B**
(From 4.30pm until 5.30pm)
This option is used when extra curriculum clubs are running £10.00 (inc light tea)
 - **Band C**
(From the end of the school day until 5.45pm) £14.00 (inc light tea)
- The club does not run during school holidays or on INSET Days.
- The club is situated in Hall 2 where children are looked after by qualified members of staff and can participate in any of the activities on offer.
- Children remain in their year group bubbles or with their siblings.
- KS1 children are collected from their teachers at the end of the school day and brought to the club.
- KS2 children make their own way to the club at the end of the school day.

Food

- A light tea is provided for children who book Band B or C which consists of a sandwich with a choice of filling, fruit and squash or water.

Fees

- Sessions can be booked up until midnight the night before.
- Payment must be made online via Scopay when booking sessions.
- Should you wish to pay using Childcare Vouchers, please advise the school office.
- The office must be informed of any problems with payments.

Illness/Absences

- If your child is unwell while attending the club, members of staff will be in contact to ensure the child can be collected as soon as possible.
- No refund will be given for absences due to family holidays or illness.
- If the school is closed at short notice, i.e. snow days, a refund will be issued for those days.

Parking

- Parking in the staff car park is NOT allowed unless you have been given permission to do so.

Emergency Contacts

- We will need names and telephone numbers of people who would be able to pick up your child from the After School Club in the event of an emergency/illness.
- Please inform the club of changes to contact phone numbers etc.

Medical/Dietary

- Medical Information / Dietary Requirements forms must be completed for ALL children.
- The club will have access to class medical boxes so no need to provide additional Inhalers/Epipens.

Behaviour

- All children are expected to behave in an acceptable manner following the school's values, and respect the clubs games/toys and other equipment used by the club.
- Parents will be informed of any unacceptable behaviour and attendance in the club will be monitored.
- Please inform the club of any problems/concerns that may affect your child's behaviour.
- Children are to observe the club rules.

Cancellations/Amendments

- Cancellations/Amendments can be made online on the Scopay system up to midnight the night before.