

ROSEHILL METHODIST COMMUNITY SCHOOL



Out of School Club Terms and Conditions (December 2016)

1. The Care

Rosehill Methodist Community Out of School Club provides fee-paying breakfast or after school supervised care for children from Reception to Year 6. The care will be provided by fully qualified school staff.

2. Sessions

Sessions run from 7.30am - 8.45am and at the end of the school day until 6pm, Monday to Friday during term time. Parents need to complete a booking form indicating which sessions they want their child to attend. This can be done on a half termly or weekly basis in advance. Children must be collected on time. Any child collected late will be subject to a late payment fee (see point 3).

3. Fees Charged

There are 2 types of charges, those for regular bookings and those where occasional or emergency use is needed.

	Regular
7.30am-8.45am	£5.50
8.00am-8.45am	£4.00
End of School - 4.15pm	£4.00
End of School - 5.15pm	£7.00
End of School - 6.00pm	£9.25

Emergency or occasional use will be charged at £5.00 per hour.

Late collection of a child until 6.00pm will incur a charge to the appropriate cost of the session; late collection after 6.00pm will incur a charge of £4.00 per 15 minutes.

4. Payment of Fees

Fees will be payable for each half term or weekly in advance. Any other payment arrangements must be made with the school office. Occasional use will require payment on booking; emergency use will be invoiced afterwards. Fees for the spring term 2017 should be paid to the school office who will record the amount received. From January 2017 fees can also be paid to the Club Manager. Cheques should be made payable to **Rosehill Methodist School**. Childcare vouchers are also accepted.

5. Late or Non-Payment of Fees

Any failure to make prompt payment may mean that your child's place in the Out of School Club is at risk. Any fees not paid will be passed to Debt Collection Services for recovery. Your child will not be able to attend the Club until full payment has been made.

6. Absences including those for Religious Observance, and Sickness

Fees are payable whether or not your child attends, i.e. if your child is ill or absent for any other reason, the full fee is still payable and there is no discount for non-attendance.

7. Joining and Leaving

All children must be registered with the Club to take up a place and as above booking and fees paid in advance. Half term's notice is required if you want to remove your child from the Club. This can be given in writing to the school office or e-mailed to admin@rosehill.tameside.sch.uk. From January 2017 written notice can be given to the Club Manager.

8. **Insurance**

The before and after school care is run and staffed by Rosehill Methodist Community School and as such is covered by the Schools Public and Employer's Liability Insurance.

9. **Policies**

The policies of the Club, as part of Rosehill Methodist Community School, mirror those of the School in respect of Safeguarding, Bullying, Safeguarding, First Aid, Health and Safety, and Equality and any other policies that come into place as appropriate. We expect a good standard of behaviour to be maintained by all children at all times.

10. **Complaints Procedure**

The staff and governors are committed to providing high quality child for your child. It is appreciated that there may be occasions when you have concerns about your child's care. If a Parent/Carer has a complaint they should follow the school's complaint procedures. Further details are available from the school office and on the school website but in brief are as follows:

- Refer your complaint or concern to the Club Manager.
- If your complaint or concern has not been resolved, make an appointment with the Head of School.
- If the matter remains unresolved you may contact the Chair of Governors at the school. They can be contacted at the school's address.

11. These Terms and Conditions including fees are subject to review and will be reissued after any revision.

Please sign and return this document to indicate your acceptance of these Terms and Conditions

Name of child:

Class:

Name of Parent/Carer:

Signature of Parent/Carer:

Date: