



Honeywell

INFANT SCHOOL

Early Years After-School Club

Terms and Conditions

Honeywell Infant School herein referred to as the “the school” offers a place to the child referred to on the After-School registration form. By applying for a place at the Honeywell Infant School Early Years After-School Club, parents/carers agree to these Terms and Conditions provided by the school.

Booking Sessions

1. Early Years After-School Club is for children in nursery and reception.
2. Sessions should be booked in advance online via MagicBooking. Note that sessions will only take place on days that the school is open.
3. In order to book, parents/carers must register with MagicBooking. All fields must be completed in order to register.
4. Parents/carers can book places for one full academic term at a time, up to a term in advance. Full payment is due in advance. Sessions are not confirmed until payment has been made.
5. Booking is on a first come, first served basis.
6. Ad-hoc sessions can be booked in advance of the session, depending on availability. These requests should be booked online via MagicBooking and must be paid for up front. Ad hoc sessions can only be booked until 12.30pm on the day of the session required.

Payment of club fees

7. Full payment of the After-School Club fees for the child’s attendance for each term shall be made by the parent/carer by the first day of that term.
8. If a parent/carer is paying by childcare vouchers, it is their responsibility to ensure that full payment is made for the term before the end of that term.
9. The school shall issue a reminder for any outstanding fees due each term.
10. If the payment of After-School Club fees is outstanding for more than 30 days then the school may suspend the child’s place until full payment is received. If the fees remain unpaid for a period of 60 days from the due date the school may terminate the contract in writing or by email without notice. Upon termination of this contract the child shall cease to be admitted to the After-School Club, and the school’s notice to terminate shall be regarded as a formal demand for all outstanding monies.
11. The school reserves the right to increase the fees at any time on the proviso that one term’s written notice of the increase is sent to the parent/carer.
12. The school does not permit the reduction of fees, due to a child’s absence (e.g. through illness or other reason) whilst the After-School Club is open. The parent/carer is therefore obliged to make full payment whether the child has attended or not. In the event of payment not being made the school reserves the right to terminate this agreement in accordance with paragraph 11.
13. In the event that the child is collected late from the After-School Club i.e. after 6.30pm, the school reserves the right to charge a fine of £10 per every 15 minutes for the duration of the period until the child is collected by an authorised adult. This late collection charge shall be due for payment within 48 hours of the issue of said charge. If the parent/carer fails to pay the Late Collection Fee, the child will not be allowed to return to the After-School Club the following week or until the Late Collection Fee has been paid in full.
14. In the occurrence that the child requires a change of clothing, such clothing should be washed and returned to the club team leader within 7 days of the incident.



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Cancellation

15. Parents/carers can cancel **individual** sessions up to three days in advance of the session. Bank or cash refunds are not offered. Refunds are credited to the parent/carer's MagicBooking account to be offset against future bookings. Therefore parents/carers are advised not to have excessive credit as this will not be refunded if or when the child leaves the school or withdraws from the After-School Club. Cancellation is free of charge when completed online. No refunds will be given unless parent/carer is withdrawing the child from the After-School Club entirely and has provided the appropriate notice (see Termination)

Termination

16. If a parent/carer wishes to withdraw their child from the After-School Club entirely, notice must be in writing either by email or handed into the school office.
17. After booking a confirmed place, either party may terminate this agreement by the service of a half term's notice in writing. During that said period the school undertakes to continue to admit the child and the parent/carer undertakes to pay all fees due. In the event of the parent/carer failing to pay the fees, the child's place will be immediately withdrawn, and the school shall be entitled to serve a formal demand for payment of said monies.
18. In the event of the parent/carer giving notice of withdrawal of the child and immediately withdrawing the said child there shall be due to the school half-term fees in lieu of notice. Failure by the parent/carer to provide a half-term's notice or any notice at all shall render the parent/carer liable to the school for the half-term's fees.
19. In the event that that the child is collected late on 5 occasions within a 12-month period, the school may serve notice to the parent/carer or request for the child to be immediately removed from the After-School Club.
20. If, in the reasonable opinion of the school or another person of appropriate authority, the continued presence of the child or their parent/carer is considered detrimental to the health, safety or wellbeing of other children attending the After-School Club or to members of staff, or if termination of the place is considered to be in the best interests of the After-School Club and/or the welfare of the other children attending, the school reserves the right to require the immediate removal of the child from the provision. In such circumstances, the half-term notice period referred to above shall not apply.
21. Children attending the After-School Club are expected to demonstrate appropriate standards of behaviour, including showing respect towards staff, other children and equipment, in line with the expectations of the school day. As the After-School Club is a non-statutory provision, the school reserves the right to temporarily or permanently withdraw a child's place where behaviour is considered not to meet the standards reasonably expected.

Liability

22. The school accepts no responsibility for any loss suffered by the parent/carer, arising directly or indirectly, as a result of the After-School Club being temporarily closed or the non-admittance of the child to the After-School Club for any reason.
23. The school accepts no responsibility for the child whilst in the parent/carer's care after they have picked up from the After-School Club.
24. The The school will not be liable to the parent/carer or any third party for any economic loss of any kind, for damage to the child's or parent/carer's property, for any loss resulting from a claim made by any third party for any special, indirect or consequential loss or damage of any kind arising at the After-School Club.
25. Except in the case of death or personal injury caused by the school's negligence, Honeywell Infant School's liability under or in connection with this contract whether arising in contract, tort, negligence, breach of statutory duty or otherwise howsoever shall not exceed the fees that have been paid to the school.



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26. The school shall have no liability under or be deemed to be in breach of the agreement with the parent/carer for any delays or failures in the After-School Club's performance which result from circumstances beyond the reasonable control of the school.
27. The school shall be not liable for any default due to any act of God, Force Majeure, pandemic, closure of the facility, following the recommendation of any Government Department or body, war, strike, lockout, industrial action, fire, flood, drought, tempest or other event beyond the reasonable control of the school.
28. The school will take all reasonable precautions which, having regard to all the matters known to them before the Force Majeure Event, and to resume the performance of the After-School Club's obligations as soon as reasonably possible.

General

29. The parent/carer must inform the school immediately of any changes to all information kept by the After-School Club in relation to the child and any information that is relevant to the care of the child i.e. update details on MagicBooking
30. The parent/carer must inform the school immediately if the parents of the registered child separate. This may have an effect on the "parental responsibility". If this is not the case the parent/carer is required to confirm this to the school at the earliest opportunity in writing. The parent/carer must inform the school if the child is the subject of a court order and immediately provide the school with a copy of the order.
31. The school reserves the right to refuse entry to any child who the staff deems to be not well enough to attend the After-School Club, particularly if the child shows symptoms of a contagious illness or infection. This is in accordance with the school's sickness policy.
32. Whilst it is understood that all children may occasionally have an accident and staff will respond sympathetically in line with the school's Intimate Care Policy, children attending the Early Years After-School Club must be toilet trained in order for their needs to be fully met within the staffing ratios available. Individual circumstances may, of course, be reviewed should needs change.
- 33.

Other Information

34. The school is registered under the Children's Act 1989, and is legally obliged to follow the national care standards as set by OFSTED.
35. The parent/carer accepts the school is under a duty and will without reference to the parent/carer, report any suspicion of a child having been abused or neglected to the relevant authorities in accordance with the school's Safeguarding Policy
36. The school policies are available upon request and they form part of these terms and conditions. The parent/carer must comply with the policies and by accepting a place for the child at the After-School Club the parent/carer acknowledge that they have read and accept these terms and conditions.
37. Where a parent/carer is dissatisfied by any aspect of the provision this should be drawn to the attention of After-School Club manager. If, after investigation, the parent feels the concern is not adequately addressed then they should follow the school's complaints policy which can be found on the school website.

Acceptance

The above terms and conditions are considered to be fair and accurate. In the event of any term found by a Court of Law to be unreasonable then the clause shall be removed but this agreement shall remain in full force and effect. The parent/carer has read and understands the terms and conditions contained and undertakes to be bound by the same.