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**St Aloysius’ College**

**2021/22**

**After School Care Terms and Conditions**

OPERATION

* Service available for KG – P7
* Hours of business 3pm – 6pm daily on normal school days and half days during term time.
* Holiday Club is available during non-term time and a Breakfast Club is available in the morning.
* After School Care does not operate on in-service/staff days.
* After School Care will **not** operate when College closed for emergency circumstances i.e. extreme weather
* Children must be collected promptly at the end of each booked session. Closure at 6pm.

REGISTRATION

* No new pupil may attend without completion of a registration form.
* All children must re-register before the start of each new school year. Failure to do so will result in the child’s place being forfeited.
* Priority for availability of places will be given to booked pupils over those attending on a Flexi basis.
* Current registration fee is £ 10.00 per child per school year.

**CHARGES**

* There is no reduction in charge for early collection
* Collection after 6pm will result in a penalty charge, for which a letter will be sent home via the child.

PAYMENT

In order to ensure the correct staff: pupil ratio, parents must pay for all sessions booked whether used or not. Payment must be made each month in advance for all booked sessions. Non-payment may result in the immediate withdrawal of the facility.

ABSENCE

Payment is due for booked sessions and no reduction is offered for absence, however in the event of long-term illness of a child arrangements regarding payment may be made by consultation with The Manager.

WITHDRAWAL

Two weeks’ notice is required should you wish to withdraw your child or reduce the number of booked sessions. This should be made in writing to the After School Co-ordinator. If notice is not given a sum equivalent to two weeks charges will be levied for the lost days.

COLLECTION PROCEDURES

Staff cannot release a child into the care of an unauthorised person. If someone other than the parent/guardian is to collect the child then they must use the password supplied on the registration form. Any adult who does not know the password will not be permitted to collect the child. All children must be signed out by an authorised adult and cannot leave the school alone.

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**St Aloysius’ College**

**After School Care**

**Registration Form 2021/22**

|  |  |  |
| --- | --- | --- |
| **PUPIL NAME** | **DATE OF BIRTH** | **CLASS NAME** |
|  |  |  |
|  |  |  |
|  |  |  |

\* where relevant

|  |  |  |
| --- | --- | --- |
|  | **DAILY SESSION** | **FULL WEEK** |
| **BOOKED SESSIONS** | £14.20 | £67 |
| **FLEXI SESSIONS** | £21.30 | £100.50 |

**Please tick sessions required:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **MON** | **TUE** | **WED** | **THU** | **FRI** | **FLEXI** |
|  |  |  |  |  |  |

**Flexible Use**

To use this facility you must call the school office and book your child into After School Care 24 hours in advance (where possible) to ensure places are available. We will endeavour to meet your needs where possible. Children who are not booked in cannot be guaranteed a place, particularly on days where booked sessions are high.

**Co-Curricular Activities**

If your child requires After School Care following a co-curricular activity, please inform us of the day and expected time of arrival at After School Care.

|  |  |  |  |
| --- | --- | --- | --- |
| **PUPIL NAME** | **ACTIVITY** | **DAY ATTENDED** | **FINISH TIME** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Activities**

We will provide a varied programme of supervised activities. The children are free to choose which activity they wish to participate in. These will include free play, games, arts and crafts, reading and occasionally television. Weather permitting we will endeavour to allow the children outside to play. There will be an opportunity for children to do their homework, however this is a supervised group activity. It is the parents’ responsibility to check that all homework has been completed and meets the required standard.

**Contact**

|  |  |
| --- | --- |
| **PARENT/GUARDIAN** |  |
| **ADDRESS** |  |
|  |
|  |
|  | **MOBILE TEL:** |  |
| **HOME TEL:** |  | **WORK TEL:** |  |
| **EMAIL ADDRESS:** |  |

**Security**

Please give details of the main person(s) who will be collecting your child.

|  |  |  |  |
| --- | --- | --- | --- |
| **NAME** |  | **RELATIONSHIP TO CHILD** |  |
| **NAME** |  | **RELATIONSHIP TO CHILD** |  |

Please supply a password to be used should a 3rd party be sent to collect your child.

|  |  |
| --- | --- |
| **PASSWORD** |  |

**Emergency Contact Details**

Please provide details of two individuals to contact in an emergency (not parent/guardian)

|  |  |  |
| --- | --- | --- |
| **NAME** | **RELATIONSHIP TO CHILD** | **TELEPHONE NUMBER** |
|  |  |  |
|  |  |  |

**Medical Details**

Please supply any relevant medical information including allergies, disabilities, health problems or dietary requirements

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**Registration Fee and Parental Consent**

Current booking fee is £10 per child annually. Please enclose this amount with your registration from  **Amount Enclosed: £­­­­\_\_\_\_\_\_\_\_\_\_**

Declaration

*I have read and accept the Conditions of Use. I enclose a completed registration form.*

*I enclose a cheque covering the registration fee.*

|  |  |  |  |
| --- | --- | --- | --- |
| **NAME** |  | **DATE** |  |
| **SIGNATURE** |  |

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Please return to: After School Care, St Aloysius’ College, 45 Hill Street, Glasgow, G3 6RJ