



ST ALOYSIUS' COLLEGE

St Aloysius' College Out of School Care Terms and Conditions

OPERATION

- Service available for KG – P7
- Aftercare hours of business 3.30pm – 6pm daily on normal school days and half days 12-3pm during term time.
- Holiday Club is available during non-term time
- Breakfast Club is available in the morning.
- Out of School Care does not operate on in-service/staff days.
- Out of 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 Out of School Care Manager. 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 Out of School Care Registration Form 2023/24

PUPIL NAME	DATE OF BIRTH	CLASS NAME

*where relevant

SERVICE	PRICES PER SESSION
BREAKFAST CLUB (7.45-8.30AM)	£6.25
EXTENDED SESSION (Kindergarten only)	£5.00
AFTERCARE SESSION 1 (3.30-4.30PM)	£8.00
AFTERCARE SESSION 2 (4.30-6PM)	£10.00

Please tick sessions required:

	MON	TUE	WED	THU	FRI	FLEXI
BREAKFAST CLUB (7.45-8.30AM)						
EXTENDED SESSION (3.00-3.30pm – Kindergarten only)						
AFTERCARE SESSION 1 (3.30-4.30PM)						
AFTERCARE SESSION 2 (4.30-6PM)						

Flexible Use

To use this facility you must call the school office and book your child into Breakfast Club or 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	
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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			

Please return to: jsadmin@staloysius.org