

## TERMS AND CONDITIONS 2025-2026 – AFTER SCHOOL CLUB

The Terms and Conditions below relate to St Teresa's Catholic Primary School After School Club.

Please ensure you have read these terms and conditions.

When booking a session on Parent Pay, it is under the understanding that you adhere to the terms and conditions outlined in this document. Nursery sessions are booked at registration when confirming your booking pattern.

1. All After School Childcare sessions must be booked in advance of your Child's attendance using Parent Pay. Nursery places at Wrap Around are processed via invoice using Blossom.
2. Parents/carers must ensure all details on the registration form are accurate and up-to-date. Any changes must be made in writing.
3. If you try to book a club space online but find no spaces available please contact the school office.
4. The After-School Childcare starts at 3:15pm and finishes at 6:00pm for Reception to year 6. Nursery is offered as a full or half wrap-around session.
5. All children must be collected by a named adult collector.
6. The After-School Childcare will not run on days that the school is closed to pupils. Parents/carers will not be charged for these days.
7. If your child is unable to attend a session, you must notify school through the absence line 01206 508445. Please note: At time of booking you select specific days/dates which you would like your child to attend. If your child is unable to attend for any reason (other than sickness) you will not be entitled to a refund. In the case that you have not yet paid for this session, the monies will be outstanding to the school.
8. Payment for After School Childcare for Reception class to year 6 must be paid in advance on Parent Pay. Parents/carers must keep track of their payments and the total sum required for the booking period. Parents/carers must inform the school office immediately if there is an issue regarding payments. Nursery is paid via invoice via Blossom.
9. Outstanding payments: The After School Childcare staff reserve the right to refuse any child entry into After School Childcare if payment is not made.
10. The After School Childcare services are additional care outside normal school hours. Parents/carers can read the After School Childcare policy and procedures on request at the school office.
11. The After School Childcare staff aim to provide a safe, stimulating and happy environment for all children. At After School Childcare we use an incident report form similar to the system used in school. If your child is involved in an incident of poor behaviour, e.g unkindness towards other children, physical contact with another child, rudeness towards an adult assistant. If such behaviour is repeated you will be notified.  
  
Repeated poor behaviour may result in your child no longer being able to attend the club. It is only through keeping you informed and working together that we can ensure that this doesn't happen.
12. We will endeavour to provide a high-quality service to children and will seek feedback from parents/carers from time to time. If you have any concerns please speak to the after-school Club staff. If this is not resolved please contact the school office. If you are unable to resolve this issue please follow the school's formal complaint procedure.