

Extended Day Services Terms & Conditions

The below Terms and Conditions relate to Shoreditch Park Primary School After School Club extended day services. Parents/carers who complete a registration form must sign the bottom of the registration form agreeing to these terms and conditions. By signing the registration form you agree that you have read and understood all terms and conditions and any queries should be cleared up before signing the registration form.

1. Registration forms must be completed in full before your child can be allocated a place. This includes accepting these terms and conditions.

2. One week's payment must be paid before your child can be allocated a place. Please Note: This payment must be paid to the extended services office using ParentPay .

3. Parents/carers must ensure all details on the registration form are accurate and up-to-date. Any changes must be made in writing to asc@shoreditchpark.hackney.sch.uk

4. Those on a club waiting list will be notified once a place becomes available, and you must notify the school office if you no longer wish to remain on the club waiting list.

5. After School Club starts at 3pm and children will be collected from class. After School Club closes at 5.30pm. There are 2 collections times that we require parents adhere to: 4.30 or 5.30. If you require your child to be collected outside of these time, due to an emergency parents must call the school to inform us no later than 2.30 pm that day.

6. The children will be offered a light snack of a sandwich, yogurt, piece of fruit and a drink. Parents/carers are responsible for disclosing any dietary requirements for their child/children on the registration form.

7. Parents/carers agree to abide by the late collection section of the Extended Day Service Policy. Parents/carers who collect their child late will incur a late collection charge of £5 for every 5 mins over time; in line with the school's Extended Day Service Policy. Parents/carers must agree to pay this charge before their child continues to attend any extended school services.

8. If your child is unable to attend a session, you must notify the Extended Services Staff by calling the school office. You must also notify the school office if their absence means they will be absent from school. If your child is unable to attend for any reason 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 and your child will not be able to take part in any extended school services until this payment has been made.

9. Payment for extended day services must be paid at least one week in advance. Parents have two payment options:

Parent Pay: Parents/carers must keep track of their payments and the total sum required for the booking period.

Child Care Vouchers: Child Care Vouchers are accepted. If you choose to pay with child care vouchers you must allow enough time (two weeks) for Shoreditch Park Primary School to be registered with the child care voucher provider. We cannot authorise any payments with child care vouchers until the school is registered with the provider and payment is collected from the provider. Please note: Registering with child care providers can take up to two weeks depending on the provider.

Parents/carers must inform the school office of their means of payment so this can be logged to avoid confusion.

Please note: Payment reminders from the school cannot be arranged. Parent Pay have an automatic reminder service if you wish to set this up the office staff can advise you on how to do so. If payment is made within 12 hours of attending the session, entry may be refused on the basis that payment may not have yet been successfully logged and noted by the extended service staff

Outstanding payment: We reserve the right to refuse any child entry into club if payment is not made including late collection charges and any other outstanding fees from other extended school services.

10. Once your child has been allocated a place you must give two weeks' notice to cancel this agreement.

11. The extended school services are additional care outside normal school hours. The clubs policies and procedures reflect the school policies and procedures and parents can read the extended schools policies and procedures on request at the school office.

12. The Extended Service Staff aim to provide a safe, stimulating and happy environment for all children. The extended day staff reserves the right to exclude any child whose behaviour is disruptive, following the school's behaviour policy.

13. 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 Extended Services Staff. If this is not resolved please contact Claire Keady , Extended Day Manager on asc@shoreditchpark.hackney.sch.uk. If you are unable to resolve this issue, please follow the school's formal complaint procedure.

