



WILLINGHAM OUT OF SCHOOL CLUB



Terms and Conditions

Registration

Parents wishing to enrol their children into the After School Club will be asked to complete and hand in to the office a Registration Form and Session Application Form (available to download from the School Website or from the School Office). This form must be completed before your child can be formally enrolled and attend After School Club.

Booking Places

To maintain the required level of supervision, the club operates on a strict ratio of staff to children and, as a result, places can be limited. We are not able to accept children on an adhoc basis; however we will always try to accommodate unforeseen circumstances.

We appreciate that circumstances can change and therefore amendments to session times/days may be necessary throughout the year. We will try to meet these requests where we can, but require a new signed and completed Session Application Form for the changes to be made permanently and to ensure that you are invoiced for the correct sessions. Any permanent changes to a regular booking **require a two-week notice period**. Payment for the original booking is required for this notice period. The place/places will not be re-allocated until after the end of the two-week notice period.

Letters will be sent out to all parents in late June in order to book places for their child/children during the following academic year. Parents of the incoming foundation stage children will be given the booking letters at the 'New Parents Evening'. Whilst existing regular bookings will be honoured first we will make every effort to accommodate the new children.

Applications must be returned to the School Office by the stated deadline date. Applications will be date stamped as confirmation of date of receipt. Late applications will only be considered once all applications received by the deadline date have been considered.

New users of the clubs requesting the greatest number of days attendance will be given priority when any remaining places are allocated.

Where it is not possible to allocate a regular place to a child/children, a waiting list will be operated. If you wish your child to be placed on the waiting list, please email woosc@willingham.cambs.sch.uk The waiting list is operated on a first come first served basis. Parents/carers will be informed by WOOSC when a place/places become available.

If you wish to book a regular place at the club during the school year, please contact Michelle Lenk the Manager of the After School Club via email woosc@willingham.camb.sch.uk to check availability.

Once you have received confirmation of your booking and a start date, you will become liable for the session fees, even if your child does not attend. Fees are non-refundable unless the school for any reason cancels the club.

If you wish to book a 'one-off' session or an extra After School Club session for your child/children we may be able to accommodate this, please contact Mrs Lenk , via email, as soon as possible to check availability. (Registration forms must still be completed for these sessions if your child does not usually attend the club).

If your child has a place booked but will not be attending a session for any reason other than sickness, please email Mrs Lenk as soon as possible, so that the staff at the After School Club are aware that the child/children will not be attending. The place will not be allocated to another child/children and therefore full fees will continue to be charged.

Payment of fees

Invoices for pre-booked places will be issued monthly, in advance, at the beginning of each month and will be due for payment within 14 days. Any invoice which is not paid within 14 days will incur an administration fee of £2.00. If the fees have not been received within four weeks of the original invoice date, your booking will be suspended until all fees have been paid in full. Any ad-hoc sessions will be invoiced in the following month with payment terms and conditions as above.

Our preferred payment methods are our on-line payment system, childcare vouchers or cheque made payable to *Willingham Primary School*. If making payment either by cheque or cash, the payment should be placed into a sealed envelope with the child's name, reference to After School Club and the amount paid written on the front. Once the payment has been processed by the school office a receipt can will be issued on request.

Fees and Terms and Conditions will be reviewed on an annual basis.

After School Club Late Collections

In the event that a child is not collected from school at the end of the school day, he/she will be placed in the After School Club at 3.20pm. In such cases, parents will incur a fee of £3.00 in addition to the normal After School Club charge.

An additional penalty charge of £5.00 per child will be made to parents for children collected after 6.00pm. If you are likely to be late, please contact the After School Club on 01954 283033 as soon as possible.