

Holy Family Catholic School

Parent Terms and Conditions

Opening Times

Holy Family Out of School Club opening hours are:

Breakfast Club – 7.50 am – 8.30 am

Out of Hours Club - 3.30 pm – 5.30pm

Behaviour

The children are expected to behave to the same high standard as in school hours. Unacceptable behaviour will result in a parent being called to collect their child immediately from the club. The behaviour will be discussed with the child’s parents and a plan put in place to address the situation. Persistent poor behaviour may result in loss of placement.

Fees

Fees are payable in full for each session:

Club	Times	Fees Pre-Booked only		Fees Not Pre-Booked	
		1 st Child	Sibling	1 st Child	Sibling
Breakfast	7.50am – 8.30am	£3.50	£3.25	£4.00	£3.75
Out of Hours	Full Session 3.30pm – 5.30pm	£8.00	£7.50	£8.50	£8.00
	Half session 3.30pm – 5pm	£6.50	£6.00	£7.00	£6.50

- If payment has not been received, your child may not be admitted to the Out of School Club until payment has been received or you have made telephone contact with us.
- Please give as much notice as possible (preferable ½ a term) if you wish to terminate your child’s place at Out of School Club.
- Please give as much notice as possible if you wish to alter the days on which your child attends Out of School Club. If these days are available you will be given priority.

If you would like your child to be booked in for the following half term then all outstanding debts must be cleared and a form must be filled in. This you can get from the office and the club itself.

Late Collection

If you are running late to collect your child/children please inform us as soon as possible. The club will charge for late collection in order the cover staff time. A fee of £6 will be charged for the first 15 minutes and a further £6 for any subsequent 15 minute period or part thereof. This means if you pick you child up at 6.05 pm you will be responsible for paying £6 per child. Persistent lateness may result in loss of placement.

Absence

It is with regret that full fees remain payable in the event of your child’s absence if not given 1 weeks’ notice or sickness. Please inform the Lead Play Worker or school office if your child is going to be absent.

Complaints

We aim to deliver a high quality service, if for any reason you should have reason to complain please see the Lead Play Worker, Mrs Holmes in the first instance.

Contact

Mobile number is 07554 063530

Parent Terms and Conditions

I have read and agree to the terms and conditions of Out of School Club.

Signed

On behalf of (Child)

Date