

d'Auvergne After School Club Terms and Conditions



1. Aims

Our aims: We aim to provide a high quality service which meets the needs of both parents/carers and children. For parents/carers, this means knowing that your child is safe and happy in a club that is reliable and offers a consistent service. For a child, this means an environment that is safe, supportive, encouraging, nurturing, a place to be with friends and make new ones, try out new activities, to relax, to have fun and enjoy. Parents/carers are expected to give their support and encouragement to the aim of d'Auvergne After School Club and to uphold and promote its good name. d'Auvergne After School Club will ensure that appropriate standards of behaviour, discipline and hygiene are maintained.

2. Parents/Carers authority

Welfare of the child: The parents/carers authorise d'Auvergne After School Club to take all necessary action to safeguard and promote the welfare of the child. Parents/carers consent to use such physical contact with children as may be lawful, appropriate and proper to provide comfort to a child in distress or to maintain safety and good order. Parents/carers consent also to emergency medical treatment, including surgery and/or general anaesthetic, if certified necessary by a doctor and if parents/carers cannot be contacted on the emergency numbers provided in time.

Absent Children: It is the responsibility of the parent/carer to sign their child out at the end of the session; children must be collected via the main school office. Absent children will be followed up from the school's class registers at the beginning of the school day.

Parent/carers must notify the school if their child is not going to attend After School Club, following their child being present in the school register.

Accidents: All accidents, that staff are made aware of, are documented in an accident book and reported to parents/carers.

Loss of property: d'Auvergne After School Club will not be liable for loss of property brought onto the premises by parent/carer or child.

3. Entry to d'Auvergne After School Club

In the event of over-subscription priority will be given to siblings of pupils already attending After School Club.

Registration:

- Ad hoc Sessions - Once a completed Application Form and signed Terms and Conditions form has been returned to us, along with session prepayment, a child will be registered with our service and bookings for sessions may be made.
- Regular sessions – Following receipt of an application form and signed terms and conditions, the parent/carer will be notified if they have been successful in obtaining a place at the d'Auvergne Primary School After School Club

Booking a place:

- Ad-hoc sessions – these can be made via email (admin@dauvergne.sch.ie) or by calling tel: 625858. These are for single sessions only. The parent/carer will be notified whether a place is available as soon as possible after receiving the request for a place.

Regular sessions – On receipt of an application form the parent/carer will be advised via email from the extended schools email address, admin@dauvergne.sch.ie if a space is available.

Sessions can be extended by request if there is availability.

Session Availability

The After School club will run from the end of the school day to 5pm. There will be **no** sessions during school holidays, on the last day of the Autumn term or on inset days.

4. Fees

- Parent/carers that choose to use the club on an ad hoc basis must ensure that their account is in credit. Sessions will not be allocated if funds are not available.
- Invoices for regular sessions will be sent out termly. These are payable on receipt. If no payment is received the school reserves the right to cancel a child's place.
- No refund will be given for sessions only part attended.
- No refund will be given if the child is absent or sick, or if school is closed due to unforeseen circumstances, e.g. snow.
- Fees will not be charged if a pupil is unable to attend After School Club as a result of being on a residential trip organised by d'Auvergne Primary School
- Fees are the responsibility of the person who signed the Terms and Conditions form or who has parental responsibility for the child.
- Persistent lateness of picking up a child will result in the After School place being withdrawn.

6. Standard terms and conditions: Reasonable changes may be made from time to time to these standard terms and conditions and to the level of fees.

7. Cancellation and removal

Termination of the Contract:

- **Ad hoc Sessions** - If parent/carers are told that their requested sessions are available but they choose not to send their child, a charge will still be made.
- **Regular sessions** – One month's written notice must be given to cancel a child's place at After School Club. Unless permanently cancelling a place, then sessions allocated to a child must be paid for in full
- A child will leave d'Auvergne After School Club when she/he leaves d'Auvergne Primary School.

8. General Conditions

d'Auvergne After School Club staff will be informed of sensitive issues concerning the child on a 'need-to-know' basis.

Learning/Physical Difficulties: Parents/carers should notify d'Auvergne After School Club of any problems that may occur due to learning/physical disabilities.

Equal Treatment: d'Auvergne After School Club welcomes staff and children from many different ethnic groups, backgrounds and creeds. Similarities and differences are valued and respected and all children are treated equally. d'Auvergne After School Club will comply with the Special Educational Needs and Disability Act 2001 and will do all that is reasonable to accommodate the needs of children with disabilities.

Discipline: The parents/carers hereby confirm that they accept the authority of the Supervisor and staff to take all reasonable disciplinary or preventative action necessary to safeguard and promote the welfare of each child and the d’Auvergne After School Club community.

Severe weather: In the event of d’Auvergne After School Club’s closure due to severe weather parents/carers will be informed via the school website and via the email system. A refund of session fees would not be made under these circumstances.

Insurances: d’Auvergne After School Club undertakes to maintain those insurances which are prescribed by law. The d’Auvergne After School Club is covered by the school’s insurance.

Complaints: Parents/Carers who have cause for complaint in relation to any matters of quality, safety or care must inform the school on admin@dauvergne.sch.ie or telephone: 625858.

9. After School club Policy documents

More details of the After School Club working practices may be found in the following policy documents;

Admin of Medicine Policy

Counter-Bullying Policy

Managing Unacceptable Behaviour Policy

First Aid Policy

Safeguarding Policy

Intimate Care Policy

All of the above policies are available on our website. If a copy is required of any of these policies a request for a copy can be made to the school office.

I have read, understood and agreed to comply with the Terms and Conditions of the d’Auvergne After School Club.

Name of child/children: _____

Parent/carer Signature: _____

Name in full: _____

Relationship to the child: _____ **Date:** _____

Please complete and return this copy to the office along with your Booking Form