

## Apollo After School Club – Terms & Conditions

1. I accept that a holding fee must be paid to secure a place for my child.
2. I accept that the total amount required for the holding fee will be discussed and agreed with Apollo after school club; the amount required may vary from one week to one month.
3. I give permission for my child to be collected from school by a member of staff or a recognised escort.
4. I will arrange for my child/ren to be collected from the After School Club no later than 6.00pm.
5. I agree to let the After School Club know by 1.30pm when my child/ren are not attending on any day that is booked. **I understand that I will still be charged. (Messages of non attendance can be left on 07950 628750)**
6. I agree that if my child is **not collected** by the advertised time that I will **incur a fine** according to the set scale of charges.
7. I will advise staff in advance should any person, other than those named on the registration form, will be collecting my child/ren from After school club
8. I agree to notify Apollo of any change in circumstances such as change of address /home telephone number, change of work place address etc.
9. I agree to pay fees by the required date ( weekly/ monthly in advance) and understand that **if I do not** pay by the required date I may **incur a fine** according to the set scale of charges.
10. **I understand that all booked sessions must be paid for. ( If schools are closed for inset days or strike actions or any other reasons, the after school club will remain open to take children)**
11. **Apollo will not charge parents if the After School Club is closed and the normal service cannot be provided.**
12. I understand that if my child/ren are absent from the club due to illness; then the same conditions apply as number 10 above. If children are absent for more than two weeks due to illness Apollo will discuss charges with parents.
13. I agree to tell staff if my child becomes unwell with any **infectious illness.**

14. I understand that I must give **four** weeks notice in writing to **change the day(s)** my child attend club; or to **terminate** my child's space at the After school club
15. If my child is collected by mini bus I understand that if he/she removes his/her seat belt, staff will give a verbal warning and I will be informed in writing. I also agree that should this happen on a second occasion he/she may be banned from the minibus for one term.
16. I understand and agree to keep my child away from the club if my child/ren are sick or if advised on medical grounds by a doctor or by the club leader.
17. I understand that whilst staff at Apollo will take all reasonable care of my child, they cannot be held responsible for an accident or injury suffered by my child at the club unless negligence is established.
18. I understand that if my child/ren take anything valuable to the club; the Apollo has no responsibility for any lost/stolen or damaged items. This includes coats, watches, jewellery, toys etc. (**please note toy guns are not allowed at club**).
19. I agree that all information given on the registration form is correct and completed with all details available to me, including the details provided on medical conditions/medication, allergies and other special needs
20. I agree to attend parent meetings whenever possible.
21. I give permission for senior staff to discuss my child's needs if necessary with other professionals in line with local confidentiality and data protection guidelines.
22. I understand that staff have a duty of care to each individual child and any concerns of any child's welfare may be discussed with other agencies in line with local safe guarding/ child protection guidelines.
23. I have read the club's policy document on behaviour management and agree to abide by the decisions made by the After School Club regarding persistent unacceptable or anti-social behaviour.
24. I understand that other after school club policies are available on request.

Signature of parent/guardian

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Date.....