Carterhatch Infant School

After School Club Application

Please read the following information before completing your application for our After School Club.

After School Club is run by Carterhatch Infant School staff, providing a safe, familiar and welcoming environment for children from both Carterhatch Infant School and Carterhatch Junior School. Children enjoy a variety of activities each day while being cared for by staff they know and trust. To support families, we offer two collection times. Current fees are listed below.

Prices	**Booked Session**	**Ad Hoc Session if Space Available**
• After School Club **until 4.30pm:**	**£6**	**£7**
• After School Club **until 5.30pm:**	**£7**	**£8**

These fees will be reviewed each July.

Children may only attend their pre-booked sessions. Additional or ad hoc sessions may be available upon request, subject to availability.

Late Charge Fees
There is a charge for late collections. The current price is £3.50 for every 5 minutes late (rounded to the nearest 5 minutes). This applies to both collection times.
If you know you are running late, please call the After School Club phone.

Payment

- All payments must be made in **advance:**
  - Carterhatch **Infant** School pupils: via Arbor
  - Carterhatch **Junior** School pupils***:** via Arbor, bank transfer or card payment at the Infant Office. Your child's name must be quoted on any bank transfer payments.
- Any sessions you have booked will be chargeable regardless of attendance
  - This includes if your child is ill and does not come to school / is sent home.
- In line with the school's No Debt Policy, if your account is in debt your child will **not** be able to attend until payment is received. Repeated failure to pay may result in your child being removed from the register.

*** Carterhatch Junior School pupils: Your booked sessions will be charged approximately a week prior to your child's attendance and must be paid in full. Any additional or ad hoc sessions will be invoiced separately. If you would prefer to receive a monthly invoice, please contact the school office.**

Cancellation or Reduction in Days
If you would like to cancel or reduce your days in After school Club, you will need to give at least 24 hours' notice. You will be charged for any session booked when 24 hours' notice is not given. Cancellation means cancelling your ongoing attendance, not one-off days.

General Information
We will provide your child with a snack, but you are more than welcome to send your child with a snack from home. Please be aware that we are a **nut-free** school.

After School Club starts at 3.30pm. Junior School children will be brought to the club by staff from the Junior School. The Infant School will provide the Junior School with a register each week of children who have booked sessions. If you require an ad hoc session, you must let the Junior School office know, so they can bring your child to us at the end of the day.

Please complete the application form on the following page.

Carterhatch Infant School

After School Club Application Form

Child's Name:_____ School: Infant / Junior *Please circle

Class: _____ Year Group:_____

Any known allergies/food intolerances:

Any other medical information:

Please select the days and finishing times you require:

Day	4.30pm (£6)	5.30pm (£7)
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

Start Date:_____

The prebooked days and times you have indicated above are what you will be charged for. Please ensure these fees are paid in **advance** to secure your booking**.**

Emergency Contacts & Permission to collect:

Name	Relationship to Child	Phone No	Age if under 16	Date Added	Parent/Carer Signature

I have read and understood the conditions regarding After School Club fees and information on the previous page. I agree to keep my account in credit.

Parent / Carer Name:_____ Tel No:_____

Email Address:_____

Signature:_____ Date:_____