

# ORCHARD HEAD J I & N SCHOOL



ORCHARD HEAD

JUNIOR, INFANT  
& NURSERY SCHOOL

## **AFTER-SCHOOL CARE CLUB REGISTRATION/CONTRACT**

During term time only, Orchard Head School operates an After-School Care Club, where children are offered a snack and a range of activities to enjoy. The club starts at the end of the school day and runs until 5.30pm.

The current charge is £4.00 per session. Bookings and payment should be made via MCAS (My Child At School).

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This After School Care Club registration/contract is between Orchard Head J I & N School and all parents/carers who have parental responsibility for children attending Orchard Head J I & N School.

Behaviour expectations in After-School Care Club are high and should a child not adhere to these expectations, parents/carers will be contacted and their place may be withdrawn.

Places at After-School Care Club are limited due to staffing and room capacity. Sessions should be pre-booked via MCAS (My Child At School). Should a session have reached its full capacity, parents/carers will be unable to book their child on to that session.

**Please note: Pupils must be pre-booked on to a session prior to attending a session. We will contact the parent/carer of any child who attends a session without having pre-booked.**

If a child is booked on to a session but they do not attend, the charge for that session will still apply. This is because it would be too late to offer that place to another child.

### **Cancelling a pre-booked session**

If you need to cancel a pre-booked session for your child, please let school know no later than 12.00 noon on the required date, as we will be able to book another child on to the session in their place and you will not be charged for that session.

**Permission Slip**

I give permission for my child/ren to attend After-School Care Club and will ensure payment is made for the day(s) that my child attends.

I understand that, should I pre-book a session for my child and they do not attend, payment for that session will still be required, unless I have notified school that I wish to cancel, before 12.00 noon on that day.

I understand that if my total arrears amount to £20.00 (i.e. After School Care Club, Breakfast Club and School Dinner payments), school has the right to refuse attendance to After School Care Club until all arrears are cleared.

**Child's Name** ..... **Class**.....

Please enter an emergency number below, by which parents/carers can be contacted whilst After-school Care Club is in session:

Emergency Number .....

Name of person who the above number belongs to .....

Relationship to child .....

**Signature of Parent/Carer** ..... **Date** .....

**Please print the name of parent/carer** .....

