

## **RAINBOW OUT OF SCHOOL CLUBS. TERMS AND CONDITIONS FOR PARENTS/CARERS**

1. Fees for the after school club/breakfast club at ..... are £..... per session. The session is from the time the children arrive at the club to the finish time of 6.00 p.m. for after school club.(5.30 p.m. on Fridays at Cage Green after school club) Parents/carers may pick up at any time up to 6.00 p.m. The club operates a sessional charging system only. Hourly rates are not available as a place is taken and cannot be filled by another child at a later time due to the nature of after school clubs. A discount is available for the third child in a family. No other discounts are available. Fees apply if your child is sick or unable to attend for any reason.
2. All parents/carers are requested to make sure that their child/ren are collected by 6.00 p.m. The after school club is not insured to care for children after this time. All after school club staff are paid up to 6.00 p.m. so please make sure you have collected by this time. If you are unavoidably delayed please contact Denise Howard on 07717214041 so that a message can be passed onto the staff. If a parent/carer is continually late to collect their child/ren a fine of £5.00 for each late collection will be imposed. **Please Contact Denise if your child is not attending after school club, so the staff can be advised and not wait for your child.**
3. From the time of booking a contracted day i.e. a Monday you are guaranteed this place for your child/ren every Monday. An invoice will be raised for each contracted day and the fee is payable in advance. Invoices are raised at the end of August for the period September – December, at the end of December for the period January – April, at the end of April for the period April – July. Any one-off additional days required are to be paid separately on the day.
4. Your contracted place will remain booked from term to term and school year to school year until such time as you give written notice either in a letter or an email. A 4 week notice period is required if you no longer require your place at the after School club. If you require an additional contracted day we will try and accommodate you if possible. Please try and give as much notice as possible for any additional days required. A contracted day can only be swapped in exceptional circumstances please do not ask for days to be swapped continually. Please note a swapped day may be charged for in addition to the contracted day.
5. All fees are to be paid in full in advance however payment by 2 instalments can be made. If fees are not paid your place may be cancelled. Fees are to be paid if your child cannot attend for any reason.
6. Children are expected to show respect to the staff and other children. Also adhere to the club's ground rules at all times. If there is continual bad behaviour the parent/carer will be informed and a behaviour contract put in place. If there is no improvement and the safety of other children at the club is compromised the child will be excluded from the club. This is only in extreme circumstances and all efforts will be made to make the club a positive place for all children. Our responsibility is for the safety and welfare of all children at the club at all times.

Contact details for Rainbow out of School clubs:

All correspondence to be sent to: **Rainbow Out of School Clubs, PO Box 363, Sevenoaks, TN13 9GL. Email: [contact@rainbowschoolclubs.com](mailto:contact@rainbowschoolclubs.com)**

**Denise Howard Mobile: 07717214041 Website: [www.rainbowschoolclubs.co.uk](http://www.rainbowschoolclubs.co.uk)**