



PHONE: 07765 169636

EMAIL: [willows@stmichaelsaldbourne.co.uk](mailto:willows@stmichaelsaldbourne.co.uk)

### **Willows After School Club**

Willows is an after school club exclusively for the children of St. Michael's School.

We operate under the umbrella of St. Michael's School, which is registered with OFSTED as a child care provider. All our policies and health & hygiene regulations are covered by those of St. Michael's School.

### **Registration**

We will use the information provided when your child started at St. Michael's for all registrations. Please ensure that all your information is up to date.

### **Administration**

Willows After School Club is administered separately from St. Michael's School:

- our e-mail address is **[willows@stmichaelsaldbourne.co.uk](mailto:willows@stmichaelsaldbourne.co.uk)**.

Please **do not use the school contact details** for booking this service and use the Willows email address for all communication.

### **Booking**

Children will be taken on a first come, first served basis up to a maximum of 35 children.

To book places please email [willows@stmichaelsaldbourne.co.uk](mailto:willows@stmichaelsaldbourne.co.uk) stating which days you require, your child's name and class. Your booking will be confirmed by email.

If you no longer require a place, then please inform us as soon as possible by email

- **[willows@stmichaelsaldbourne.co.uk](mailto:willows@stmichaelsaldbourne.co.uk)**

Short notice / late bookings will be taken where places are available. However, due to the popularity of Willows we are not always able to accommodate these requests. These sessions will be invoiced for separately.

### **Payment**

Payment is due in advance. All invoices will be sent out prior to the term they apply to. We are happy to discuss payment options if you are not able to pay for a term at a time.

### **Cancellations**

Credits for cancellations will be issued as follows:

- > 7 days notice = full refund
- < 7 days notice = 50% refund
- < 24 hrs notice = no refund

## **Fees**

The fees are £13 per session (£12.50 for 2<sup>nd</sup> child) which includes the cost of snacks and a hot meal.

Short session - **4.15pm collection** £6 includes a drink and snack after school.

Long session - **5pm collection** £8 includes drink and snack after school.

Full session - **6pm collection** £13 includes a drink, snack and meal after school.

## **Late Pick up Charges**

Children attending the whole session should be collected by 6pm. In the event that this is not possible, a late collection fee of £25 / hour is chargeable to cover the cost of staff staying late.

Payment can be made in one of 4 ways:

- by cash
- by cheque made payable to "Willows After School Club"
- BACS transfer (bank details will be printed on the invoice)
- Child care vouchers (P number will be printed on your invoice)

Fees are reviewed annually. Any increase in charges will be implemented each September.

## **Non Payment of Fees.**

Fees should be paid termly in advance. You will be reminded if any fees are not paid by the due date.

We do understand that unforeseeable circumstances occur. If you are going to be late for whatever reason, then please call the club on **07765169636** as soon as possible. We can then explain the circumstances to your child. If there is no phone call and no one has arrived after 10 minutes staff will endeavour to contact you or the emergency contact on the registration form. If staff are still unable to contact the child's parent/carer after half an hour, the Head or Deputy of the School will be called to wait with your child until they are collected.

## **Departures**

Parents / Carers / Legal guardians must sign their children out on collection. An accurate record of all those present and collected must be kept for use in any emergency.

## **Transfer to Other After School Activities**

We are not able to transfer children on to other after school activities e.g. Beavers, Rainbows, Brownies, Cubs etc. However, a packed tea can be arranged if we have sufficient notice.

## **Behaviour**

We expect good behaviour from the children at all times. The school behaviour policy also applies to Willows and if behaviour is unacceptable, parents will be informed. Continued bad behaviour will result in children being asked not to attend the club for a short period and could, regrettably, result in permanent non-attendance.

## **First Aid**

Willows Staff are qualified first aiders and can administer prescribed medication with written consent from parents. Please ask for and complete an administration of medicine form.