

Shamrocks After School Club

Terms and Conditions

Terms and conditions for Parents / carers to be kept for future reference

Parents / carers will ensure that all telephone numbers, medical and contact details are kept up to date at all times.

Parents / carers agree to book and pay for sessions in advance.

It is not always possible to change days once a booking has been made. Parents / carers should be aware that it is their responsibility to check bookings are correct. Refunds are not given for non-attendance of pre-booked days or for cancellations made with less than 2 weeks notice.

Any costs incurred relating to the recovery of fees will be added to any amount outstanding

Staff hours are up to 6p.m. If a child is collected late, parents / carers will be invoiced at £5 per 15 minutes.

All children are expected to behave appropriately at the setting, following the behaviour policy of the school. Parents will be informed if their child's behaviour is inappropriate and the action which needs to be taken.

In the event of an emergency, parents consent to the After School Club supervisors seeking necessary medical treatment for their child. You will be contacted in the first instance.

Only medication prescribed by a doctor will be administered by the staff and we must have prior written permission from the parent / carer. It is the parents responsibility to ensure all medication kept by the school, including but not limited to, epipens and inhalers, are in date.

Parents / carers will familiarise themselves with Shamrocks After School Club policy which is available via the website.

Parents / carers agree that photographs of their child may be taken for display within the school and on the school website. Photographs will not be used for other purposes without first gaining your permission. If you are not happy with this arrangement please make us aware at the time of booking.