



St Austin's  
Catholic Primary School  
Riverbank Road  
Liverpool L19 9DH  
Tel: 0151 427 1800



[www.st-austins.co.uk](http://www.st-austins.co.uk)

## **AFTER SCHOOL CLUB - CONTRACT**

St Austin's Primary School After School Club is open to all children who attend St Austin's Primary School. It is open daily from 3.15pm until **5.45pm** during term time only.

The aim of the After-School Club is to provide high quality out-of-school care for children within the school community.

It achieves this by:

- Providing a caring environment for children at the end of the school day
- Providing a range of stimulating and creative activities in a safe environment.
- Promoting healthy eating and wellbeing
- Being accessible to all
- Ensuring the safety of all children
- Providing robust systems that make the club easy to use.

## **MEMBERSHIP CONTRACT**

Once signed this contract identifies your child as a member of the St Austin's Primary School After School Club. By signing for the club parents/carers agree to abide by the expectations of the club as outlined below. Only members of the club may attend the club.

All parents are expected to:

1. Treat club staff, visitors and children with respect at all times.
2. Discuss with the club any concerns you may have about the welfare of your child within the club.
3. Support and reinforce the expectation that your child will follow the After-School Club Code of conduct

## **JOINING THE CLUB**

I understand that:

- Parents are required to sign an agreement to adhere to the After-School Club Policy.
- A registration form must be completed for each child attending the club. This form is confidential.
- Contracts will be reviewed annually

I agree to:

- Sign a registration form below for each child attending the club.

## **BOOKING PLACES FOR CHILDREN**

I understand that:

- Registration documents must be completed prior to a child starting the club
- Emergency contacts and a password must be given before a child can attend the club for security reasons
- **Fees must be paid using the schools ParentAPP online **one month in advance****
- Alternatively, if you use childcare vouchers you can pay termly or monthly in advance. If childcare vouchers are being used you must let the office know beforehand so that we can make sure we are registered with that particular company.
- We will no longer accept cash payments.



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**For childcare vouchers only** - St Austin's School bank details are as follows:-

- Lloyds Bank
  - A/C 27651168
  - Sort code 30-65-62
- A waiting list system may be implemented when the need arises. The waiting list will be operated on a first come-first served basis, with the exception of siblings who will have priority for the same day(s) as a sibling already attending.
  - If you are experiencing difficulty with payment of fees you should contact the school office as soon as possible.
  - In the unlikely event that there is debt against an account, the place will be cancelled until all fees have been paid. The place may be reinstated once all outstanding debts have been cleared, in agreement with a member of the Leadership Team, and subject to availability.
  - **Failure to make payment will result in your debt being passed over to the debt recovery department of Liverpool City Council. The After-School Club falls under the cover of St Austin's Primary School's Debt Collection Policy.**
  - Parents whose child does not attend After School Club on the days booked, will still be liable to pay for this place. There will be no charge if the child misses a session due to an educational or residential visit.
  - A half term's notice must be given in order to make changes to your booking or to resign your child's place or fees will still be payable.

#### I agree to:

1. Complete the registration form below
2. Make payments via the **ParentAPP or childcare vouchers one month in advance**
3. Ensure that I keep my account up to date

#### WITHIN THE CLUB

I understand that:

- Children enjoy a range of age appropriate indoor activities that promote child development through play
- Activities include a full range of creative, social, interactive activities.
- Any accidents that take place are investigated thoroughly by club staff, details are recorded accurately and reported to the parents/carers on collection.
- Healthy food and snacks are provided; however, they are not intended to substitute for a healthy meal that the child may receive at home.
- Fruit and fresh drinking water are available to all children at all times. All snacks are prepared on the premises by After School Club staff. All food and drink comply with dietary and religious requirements
- All children are expected to behave well and will follow the whole school After School Club Charter which pupil will help to formulate.
- In the event of a significant incident of poor behaviour or consistent minor breaches of the behaviour code the right to attend the club may be withdrawn.
- Any incidents of bullying, racism or sexist behaviour will be investigated, recorded and dealt within accordance with the relevant whole school policies.

#### I agree to:

1. Inform staff of any allergies or special dietary requirements that my child may have
2. Support the after-school club, ensuring my child follows the after-school club Code of Conduct



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## **COLLECTING CHILDREN**

### **I understand that:**

All children should be collected from doors to the key stage one hall, located at the back of the school. Parents/carers should walk round to the back of the school, via the key stage 2 playground, ring the bell and wait to be seen. If there is any change in this arrangement you will be informed.

### **I agree to:**

1. Collect my child between 3.15pm and 5.45pm
2. I understand that if I arrive after 5.45pm there will be a £5 charge for every 15 minutes late or part thereof.
3. Sign out my child on the Register.

## **COMPLAINTS PROCEDURE**

St Austin's After School Club is run for the users. We value your opinions. If you have any queries, comments or need to discuss any matters concerning your child, please feel free to speak to the After-School Club Staff in the first instance.

Parents concerns will be treated seriously and with discretion and confidentiality

St Austin's will follow the whole School Complaints Policy.

A full copy of our complaint's procedure is available on the school website, or from the school office.

### **Related school policies:**

1. Safeguarding Policy
2. Health and Safety Policy
3. Behaviour Policy
4. Anti-Bullying Policy
5. Administration of Medicines Policy
6. School Debt Policy
7. School Complaints Policy



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## After School Club Agreement

Child's name:.....Class:.....

Address:.....

Main Contact Telephone number:..... Mobile:.....

Second Contact Telephone number:..... Mobile:.....

Child's dietary requirements:.....

Your unique password for collection:.....

### Charges:

£10 per session per child  
£50 per week per child  
£5 charge for every 15 minutes late or part thereof

Please confirm the days you will be attending the After-School club:

Monday     Tuesday     Wednesday     Thursday     Friday

Starting date required:.....

I wish to apply for a place at St Austin's After School Club for the above named child.  
(if you have more than one child attending, please complete a separate form for each child)

To allow you to pay using childcare vouchers only, please use the following bank details. Please note you must quote the reference "**your child's name – After School club**" to ensure the payment is received against your child.

Lloyds Bank PLC  
Liverpool Law Courts  
Liverpool  
L2 1TS

Sort Code: 30-65-62  
Account No: 27651168

By signing this agreement you agree to make payments one month in advance of your child attending after school club.

Signed:.....

Print Name:..... Date:.....



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