

Lifton Community Academy – Squirrels’ After School Provision

TERMS AND CONDITIONS

Name of Child/Children

Registration

- All parents/carers must complete our Registration Form before a child can be accepted at the provision.
- Any changes to the information contained on the Registration Form, whether it is contact details, medical details, change of address etc., must be notified in writing/email by the parent/carer so records can be updated.

Payment for Sessions Booked/Attended and Penalties

- All fees should be paid via our online payment system (MyChildAtSchool).
- Failure to settle all fees and/or penalties when due may result in Lifton Community Academy taking action (including legal action) to recover all outstanding debts.

Changes to Booked Sessions/Cancellation of Booked Sessions

- Sessions which have been booked and paid for cannot be refunded unless:
 - a. Parent/carer gives 24 hours’ notice or more from the start of the session.
 - b. Lifton Community Academy closes the provision (for example if it is required to close due to unforeseen circumstances).
- Sessions can only be transferred if the School office receives at least 24 hours notice of the required change of date and there is availability for the requested session.

Responsibility for Payment

- The responsibility for payment of all fees, charges and penalties lies at all times with the person who has made the booking.
- Failure by Lifton Community Academy to make a written or verbal request for payment of fees does not constitute an excuse or reason for late, or non-payment under any circumstances.

Penalties for Late Collection

- It is the responsibility of all parents/carer’s collecting children to do so promptly at the end of the session. The provision closes promptly at 5.00pm daily. Failure to do so will expose the parent/carer to the payment of a financial penalty and will constitute a breach of the terms and conditions, entitling Lifton Community Academy to exclude the child from subsequent sessions.
- All parents/carers collecting children at or after 5 minutes beyond the closing time of the club may be charged a late collection penalty of £5 per child.
- All parents/carers collecting children at or after 20 minutes beyond the closing time of the club will be charged a late collection penalty of £10 per child.
- The penalty must be paid through the School office before the child is able to return to the club.
- Where the penalty is outstanding, and further sessions have been booked and paid for by the parent/carer, Lifton Community Academy reserves the right to exclude the child from the club until the penalty is paid, without issuing a refund for sessions unattended.

Circumstances your child’s admittance will not be permitted

- Any child who has suffered from diarrhoea and /or sickness must be kept away from the club for a period of 48 hours after such condition has ceased.
- Should any child suffer from any of the above, or other illness/injury deemed to be serious whilst at the club, staff will contact and ask the parent/carer to come and collect the child as soon as possible. Refunds will not be made on these grounds.
- Other exceptional circumstances include poor behaviour on the part of the child. The club will enact the relevant parts of the school’s positive behaviour policy. Refunds will not be made if children are excluded on these grounds.

Reservation of Rights

- Lifton Community Academy reserves the right to exclude a child from attending the club or to refuse to accept a registration in its sole discretion.

- Lifton Community Academy reserves the right to close the club on the grounds of staff shortage, unavailability of facilities, or any other reason, which is in its reasonable opinion, necessitates closure. Reasonable notice will be given where possible.
- Lifton Community Academy reserves the right to change these terms and conditions at any time and will give written notice of such changes to parents/carers.
- We may need to update the Term and Conditions periodically, so we recommend that you revisit this information from time to time on our website.

Legal: Waivers, Exclusions and Jurisdiction

- No failure or delay by Lifton Community Academy in exercising any of its rights or remedies shall prejudice or affect its ability to do so unless it has provided a specific waiver or release in writing.
- These terms and conditions are governed by English Law and subject to the jurisdiction of the courts of England and Wales
- Lifton Community Academy shall not be liable for any direct or indirect loss suffered by parents/carers as a result of club closures under the terms of the agreement, including but not limited to loss of profits, increased costs or expenses or wasted expenditure.
- Lifton Community Academy accepts no liability for the administration of medicine in accordance with parents/carers written instructions. Medicines will not be administered in the absence of written instruction.
- Lifton Community Academy accepts no liability for loss of damage (including consequential loss) to property brought to club premises caused by the actions of children or third parties or for accidental damage caused by club staff.
- Lifton Community Academy accepts no responsibility for injury caused from pre-existing medical conditions which are not notified to the club.

I AGREE TO ABIDE BY THE TERMS AND CONDITIONS AS STATED ABOVE

Signed Date

Name in Capitals.....Relationship to child/children.....