



## After School Club (ASC)

### Terms and Conditions

- An ASC Registration Form must be submitted for each child before any regular ASC bookings can be accepted
- Booking requests may be submitted with registration forms. If your child has been successfully registered and space(s) are available we will confirm your booking request. If spaces are not available your child will be entered on to our waiting list.
- After your first booking request has been accepted further bookings should normally be added via your child's Arbor account.
- Parents are requested to book sessions for each term short term. Sessions can be booked for terms up to 1 year in advance. Please note that bookings may not be accepted if your child's ASC account has an unpaid outstanding balance.
- The cost of pre-booked regular places cannot normally be refunded due to short term absences. In the event of long term absences or cancellations, requests for the sessions to be credited can be made in writing to the Business Manager. Bookings for the balance of the current term will not normally be refunded.
- After School Club fees are charged for each short term and are due in advance; we reserve the right to add administration costs for reminders sent. Payment can be made online via Arbor, or by cash at the office (not directly to the ASC staff) or by voucher.
- Voucher payments should be accompanied by a [Voucher Payment Allocation Form](#)
- Queries regarding all forms of payment, including voucher should be emailed to [clubs@st-ebbes.oxon.sch.uk](mailto:clubs@st-ebbes.oxon.sch.uk)
- We may seek emergency medical advice and/or treatment as required and a trained first aider may give emergency first aid.
- Safeguarding - If your child is not attending After School Club on any occasion it is essential that you let us know by email to [clubs@st-ebbes.oxon.sch.uk](mailto:clubs@st-ebbes.oxon.sch.uk) or by phone to the office before 2.30 pm on the day your child is booked in to ASC.
- All children will be expected to follow the school's Behaviour Policy; if this does not happen parents will be contacted. In extreme circumstances the an ASC place may be withdrawn.
- Children can be collected any time after 3pm and no later than 6pm. Please telephone the school office if you are unavoidably delayed – we reserve the right to charge an additional fee for children who are collected after 6pm. Children that are regularly collected late may have their place withdrawn.
- All relevant school policies and procedures are applicable to After School Club.

### Useful Links



## St Ebbe's C of E (Aided) Primary School

*Developing wise, compassionate citizens with the power to make a difference.*

- [ASC Registration and Booking Request Form](#)
- [How to set up your Arbor Account](#)
- [Voucher Payment Allocation Form](#)