After School Club (ASC) & Wraparound Care Clubs

Terms and Conditions

- Bookings for all clubs can be made via your child's Arbor account. If you are unable to make the booking please complete the ASC Registration and Booking Request Form
- Parents are requested to book sessions for each 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. **Session change requests will be considered and changed if feasible but no more than 2 changes per short term**. 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 term (Autumn, Spring and Summer) 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.
- Fees charged are reviewed annually and are subject to change. At least a term's notice will be given.
- Queries regarding all forms of payment, including voucher breakdowns if paying for different clubs should be emailed to 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 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 In extreme circumstances then an ASC place may be withdrawn.
- Children can be collected any time after 3.15pm 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 Children that are regularly collected late may have their place withdrawn.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 the After School Club.

Useful Links

- ASC Registration and Booking Request Form
- How to set up your Arbor Account