



## LARKS & OWLS CLUB'S

(Revised Terms & Conditions from 1st April 2017)

Welcome to Orsett C of E Primary Schools' LARKS and OWLS Club (Breakfast Club and After School Club).

After School club was introduced in January 2010 as a result of the increased demand for child care for working parents. Breakfast club was taken over by the school in April 2016 when the outside provider stopped running the club.

LARKS and OWLS runs Monday to Friday during term time. From 1st April 2017 OWLS Club will be **£12.00 per session** and Larks Club **£3.00 per session**. We are able to accommodate up to 12 children per session. We will maintain an appropriate ratio of staff to children.

The children are offered a wide range of structured activities including arts and crafts, cookery and social games and are provided with a healthy snack and drink. They are given free time to develop role play and encouraged to interact with each other under the supervision of trained staff.

The mobile number for contact is 07906 792479. This number is **only** in use while the clubs are open. At all other times please contact the school office on 01375 891383.

Please find attached:

- TERMS AND CONDITIONS
  - Payment details
  - Personal information form
  - Registration booking form
  - T & C agreement statement

Please read through this document carefully, completing all information as required.

**Please sign and return the agreement slip to the school as soon as possible.**  
Motivating and inspiring our children to achieve... in a creative, caring Christian community

## **TERMS AND CONDITIONS**

**(1st April 2017)**

As a school we need to ensure that we employ sufficient staff to support the number of children attending each session. Therefore, it is essential that places are booked as early as possible. Booking forms are attached and additional forms are available at the school office reception desk.

### **PAYMENT DETAILS**

#### **SURCHARGES**

- Booking forms and payment must be received by the School Office, by 3.15pm the day before a session is required at LARKS Club, and 9am of the day a session is required at OWLS Club. Late bookings will be subject to a £3.00 surcharge for OWLS and £2.00 surcharge for LARKS to cover administration costs. Any booking forms sent by e-mail must be received by the School Office, by 3.15pm the day before a session is required at LARKS Club, and 9am of the day a session is required at OWLS Club, and on these occasions **only** can payment be made on collection, but this must be received on the day of attendance. Payments made by childcare vouchers or direct bank transfer must be made in advance of attendance. All other bookings must be made in accordance with the attached terms and conditions and booking forms and payments received at the same time.
- Cancelled sessions will be refunded, but may be subject to a £3.00 surcharge for OWLS and £2.00 surcharge for LARKS to cover administration costs.

#### **LATE COLLECTION FROM OWLS CLUB**

- All children must be collected by 5.45 pm.
- After School Club staff should be notified by contacting the Club mobile phone if late collection is going to occur.
- An additional charge of £5.00 may be applied for consistent late collection or where a valid reason or exceptional circumstance is not applicable.

#### **LATE COLLECTION FROM SCHOOL OR SCHOOL CLUBS**

- Children not collected from school by 3.30pm or at the end of a school club, will be placed in the OWLS Club and a charge of £6.00 will be made to parents for this service, children not collected within 1 hour will be charged the full session rate of £12.00.
- In exceptional circumstances, and where parents are delayed and notification has been received prior to the end of the school day or club finish time, children will be placed in OWLS Club in order that they can be supervised until parents arrive or alternative arrangements for collection are made. A charge for this service will be at the discretion of the school.

#### **ADHOC ATTENDANCE**

- Children may attend OWLS Club for up to 1 hour and a charge of £6.00 will be applicable. This must be booked and agreed in advance and is subject to availability. Children not collected by 4.15pm will be charged the full session rate of £12.00.

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**PERSONAL INFORMATION**

This form should be completed prior to your first booking and will be kept on file for reference. Please advise us, in writing, of any changes to this information in order for us to update our records.

(Please complete a separate form for each child).

Childs name ..... Date of birth .....

Address .....

.....Post code .....

Parents name/s .....Tel. no. ....

**MEDICAL/DIETARY INFORMATION**

Medical condition/s:

.....

Prescribed medication:

.....

Allergies/allergic reactions

.....

Dietary requirements/restrictions

.....

Likes/dislikes

.....

Any additional information

.....

.....

**PERMISSIONS**

**Delete as applicable**

**Hospital**

In the case of an emergency, I give permission for a member of staff to escort my child to hospital.

(In the event of the above, staff will make every effort to contact parents or other named contact, or leave a detailed message)

**YES/NO**

**Photographs**

I give permission for any photographs of my child to be used for display purposes at the club and in school.

(Separate permission will be sought before any photos are displayed publicly outside of school)

**YES/NO**

**Off site**

I give permission for my child to attend the park adjacent to the school and to use the play equipment situated in the park.

(Children will be escorted and supervised by at least two staff members at all times)

**YES/NO**

**COLLECTION ARRANGEMENTS**

In my absence I give permission for the following people to collect my child on my behalf:

1 Name.....Address.....

Tel. no. ....Relationship to child .....

2 Name.....Address.....

Tel. no. ....Relationship to child .....

Any change to the above collection arrangements must be advised to the school or After School Club in advance of collection.

**BOOKING FORM  
LARKS/OWLS**

(Delete as applicable)

Child/Children's names:

1 .....

2 .....

3 .....

Date/s of birth

1 ..... 2 ..... 3 .....

I would like to book the above named child/children in the Orsett LARKS/OWLS Club (Delete as applicable) on the following dates:

1 .....

2 .....

3 .....

4 .....

5 .....

I enclose payment of £..... to cover the above booking.

(OWLS £12.00 per session (surcharge £3.00) LARKS £3.00 per session (surcharge £2.00) **see terms and conditions**)

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**RECEIPT**

Received from.....the sum of £.....

in respect of LARKS/OWLS Club booking for W/B..... Days M T W T F

Signed ..... Name ..... Date .....

**AGREEMENT TO TERMS & CONDITIONS**

**I have read and agree to the 'Orsett LARKS/OWLS Clubs' Terms and Conditions.**

**I have completed all the information requested.**

**I agree payment in accordance with the Terms and Conditions**

**I understand and agree to the surcharge where applicable.**

**I have read and agree to pay the late collection charge should it apply to me.**

**CHILD'S NAME .....**

**PARENT/CARER NAME .....**

**SIGNED.....**

**DATE .....**