

## Underhill School After School Club

The After School Club is run in the Underhill School dining hall, the opening times are from the end of the school day to 5.50pm. The children are provided with a snack and a drink and fun activities to take part in. The club is run by qualified staff who are DBS cleared and first aid trained.

Our fees are: End of school – 4.30pm £5

End of school - 5.50pm £10

**All fees are payable in advance.**

**After School Club never available on the last day of a term.**

If you wish to book your child into After School Club please complete the registration form and medical form attached, sign the agreement at the foot of the page and return it to the school office.

**By enrolling my child into Underhill After School Club, I agree to the following:**

- To book my child in via the school office by 2pm or make a permanent booking.
- To cancel my child's place by 2pm if it's not needed that day. If I do not cancel the booking there will be a charge of £5 for non-attendance.
- Collect my child by closing time at 5.50pm. If I am running late I will notify the school and there is a £5 charge per every 15 minutes I am late. i.e. pick up at 5.57pm incurs a £5 charge, pick up at 6.06 incurs a £10 charge
- If I am late and have not attempted to contact the school the situation becomes a **safeguarding issue** that will be investigated by Underhill School staff.
- To pay After School Club **fees in advance** via Parent Pay.
- To notify staff of any change of address or contact numbers - even if this is temporary.
- To sign my child out each evening.
- To provide the After School Club with any medication my child needs. The in-date medication will be in the original box with the manufacturer's instructions and will be clearly named.
- If my child is to be collected by an older sibling, I will provide a letter of permission.
- If someone else is collecting my child from After School Club they will know my child's password.
- To consider terminating a phone call before entering Underhill School.

I agree to the above terms of agreement:-

Signed..... Parent/Carer/Guardian

Name of child.....