



## Sunset Owls After School Club

### TERMS AND CONDITIONS

1. Once your child has been allocated a place all paperwork must be signed and completed before or on the first session of the half term.
2. Refunds will not be available if children are absent.
3. Payments must be made on a Monday for the week or the whole half term in advance.
4. Childcare vouchers and cheques are acceptable. (Please email Tina Tushingam at [school.admin@holycatholicfamily.org.uk](mailto:school.admin@holycatholicfamily.org.uk) to arrange). Cheques should be made payable to Holy Family Catholic School.
5. 4 Weeks written notice is required to withdraw your child. Should you fail to give the required notice you will be charged accordingly.
6. It is the responsibility of all parents/carers to ensure that their child is collected at the agreed time by an authorised person over 16 years of age and who is able to give staff the password on file.
7. **Late collection** – if a parent/carer is late (after 5.45pm) then a charge of £1.00 per minute for every minute late until 6.00pm and £2.00 per minute until 6.30pm (Procedure overleaf).
8. Children from Reception – Year 2 will be taken to the Sunset Owls by school staff.
9. Children in Years 3 – 6 will be expected to make their own way sensibly through school to Sunset Owls.
10. Any behaviour that is not in line with school policy and expectations, for both children and adults, will not be tolerated and any inappropriate behaviour will be dealt with in the same way as it would be through the rest of the school day.
11. School retains the right to ask any child not to attend if poor behaviour is consistently a problem and this is the only instance when a refund will be made.
12. Sunset Owls will operate on days when the children are in school and not on staff INSET days etc.
13. Children will be given fruit on arrival to Sunset Owls and at 4.30-4.45pm they will be given a further snack.
14. Quiet activities will be provided or the children are welcome to do their homework at the start of the sessions.

**Should you have any questions or concerns please address them to:-  
Mrs Lynch / Sunset Owls lead in the first instance on:- 07511 219250**

**If for some reason a child is not collected at the end of a session, the following procedures will be activated.**

- If a child is not collected at the agreed time, staff will try to contact the parent/carer by telephone to find out why they are late. If unsuccessful, the emergency contact will be telephoned and asked to collect.
- If a parent/carer or designated adult is more than 30 minutes late in collecting their child, the head teacher will be informed.
- While waiting to be collected, the child will be supervised by at least two members of staff.
- If, after repeated attempts, no contact is made with the parent /carer or designated adult, as a very last resort, the head teacher will call the local social services department for advice.
- If no contact is made by 7.00pm, social services will be informed and the child will be taken to the local police station.