

**WINDMILL AFTER SCHOOL
TERMS AND CONDITIONS (October 2025)**

1. In order for your child to attend Windmill After School Club, a Registration Form must be completed and returned to the School Office. A copy will be kept in the Windmill After School Club file which is accessed by staff daily.
2. Bookings must be made on-line via the SchoolMoney system. Places are limited to 40 and parents are responsible for ensuring that sessions are booked in advance.
3. Places are only available to children who attend North Leigh CE Primary School.
4. An ad-hoc charge of £1 per child per session will be charged if you book a child in on the actual day required.
5. If you wish to cancel a session, please email office.3128@north-leigh.oxon.sch.uk or advise one of the asc staff. Notice is required of one working day or you will be charged. The only exception to this is illness.
6. If your child is ill and absent from school, you must email office.3128@north-leigh.oxon.sch.uk to cancel any booked sessions. You cannot assume that office and asc staff will know and do so. If you do not do so, you may still be charged.
7. If your child is not going to be at a session that you have booked, please email office.3128@north-leigh.oxon.sch.uk to avoid unnecessary phone calls trying to locate 'missing' children. If you cancel a session on the day, or take your child home without cancelling, you will still be charged for the booked session. The only exception to this is illness.
8. Payment will be required at the time of booking unless you pay with childcare vouchers. Invoices for those who use childcare vouchers will be raised termly in arrears and are payable by the end of that term. Any additional fees incurred are payable by the end of the term in which they are incurred. Payments received later than one week into the new term will be subject to a late payment charge of 10%. Three late payments will result in a formal written warning. (See paragraph 10 re written warnings).
9. Complete failure to pay an invoice or outstanding charges for any given period will result in a written warning detailing the period covered and the amount owed. A charge of 10% will be added to the outstanding amount. In addition to the warning, settlement of the outstanding sum plus the added 10% will be expected within 7 working days.
10. If payment is not received within 7 working days of the issue of a written warning, the place at after school club will be withdrawn with immediate effect and the facility to book places on line will be unavailable.
11. Cheques should be made payable to North Leigh CE Primary School.
12. All children must be collected by 5.30pm. Failure to do so will result in a charge of £6.50 per child per 15 minutes. Once your child has been collected, asc staff will note the time of collection on the register.
13. Sessions run from 3.10pm to 4.15pm, 4.15pm to 5.30pm and 3.10pm to 5.30pm. If your child is collected later than 4.15pm, you will be charged for a full session.
14. If extenuating circumstances mean that you are going to be later than 5.30pm collecting your child, you must make all efforts to contact the school to advise of this. *The Protocol for Dealing*

with children not Collected from School at the End of the School Day or School Activity will be followed. This is available on the school website.

15. If your child is going to be collected by anyone other than the people listed on the Registration Form, you must inform us in advance via email to office.3128@north-leigh.oxon.sch.uk.
16. Parents/carers should ensure that staff are notified immediately of any changes to the registration details, in particular emergency contact details.
17. A wide variety of activities will be on offer, including the opportunity for children to do their homework, but no activity is compulsory and children do not have to participate if they do not wish to. The emphasis is on choice and enjoyment.
18. If a child needs to go to hospital, an ambulance will be called. The parent/carer will also be contacted. A member of staff will accompany the child to hospital and remain with them until the parent/carer arrives.
19. If a child does not need to go to hospital, but his/her condition means they should go home, the parent or emergency contact will be contacted and asked to collect their child. In the meantime, the child will be made as comfortable as possible and be kept under close supervision.
20. Children will not be able to attend after school care if they have been absent from school due to sickness or diarrhoea. This is in line with school procedure.
21. We reserve the right to exclude any children from Windmill After School Club whose behaviour is disruptive and prevents a safe, stimulating and happy environment being provided for other children. This option will only be used in extreme circumstances and as a last resort after consultation with parents and the child concerned.
22. Parents, carers and staff are all expected to behave in an appropriate manner, particularly when in the presence of children. Abusive behaviour towards staff will not be tolerated.
23. If you have an emergency whilst your child is attending the Windmill After School Club, please contact the school office on 07763 759586 to speak to a member of asc staff. This phone is available between 3.10pm and 5.30pm Monday to Friday. Any calls made outside of those times will not be answered. Any messages to be passed to asc staff before 3.10pm should be sent via the school office by ringing 01993 881525 or emailing office.3128@north-leigh.oxon.sch.uk.

I have read and agree to abide by the terms and conditions listed above and acknowledge they are part of the contract whereby child care is provided for my child/ren by Windmill After School Club.

Signed : Date:

Name :