



SJP AFTERSCHOOL CLUB

FEES, CANCELLATION AND UNCOLLECTED CHILDREN

Fees:

- The cost of the club is kept to a minimum to ensure access for all children.
- The cost per child is £8 per child / per session.
- We reserve the right to terminate your child's place if fees are not paid promptly

Cancellation:

- If you wish to cancel this must be done by email to admin@sinai.brent.sch.uk by 8.00am to allow the place to be allocated to another child.
- The full fee will be charged for absences
- We do not offer swaps

Uncollected children:

- Parents / Guardians should ensure they collect their children promptly at the end of an after-school club session, from the assigned entrance (main entrance only).
- The session finishes at 6pm prompt.
- Children not collected on time will be taken to the School Office.
- If children are routinely collected late from the club parents / guardians will be contacted to discuss the situation. Continued late pick-ups may result in a parent being informed that their child is unable to attend the after school club.
- If you are late collecting your children more than 3 times within a term, this will result in your children having their space terminated from the club without refund.
- There will be a charge for late collection of £10 per child for the first 10 minutes. Collection after the first 10 minutes will be charged at £5 for every 5 minutes thereafter.
- The late payment fee should be paid on collection of your children or before 2:00pm the following day via ParentPay. Failure to make payment will result in your children being unable to attend after school club until payment has been made in full.
- If a parent / guardian is more than 15 minutes late in collecting their child the school will try and contact them using the contact details on file.
- If there is no response from the parent / guardian, messages will be left requesting that they contact the school immediately. The school will then try to contact the emergency contacts listed on the child's registration form.
- If the school has been unable to contact the child's parent / guardian after 30 minutes, the school will contact the local Social Care team for advice.
- The child will remain in the care of the school staff, on the school premises if possible, until collected by the parent / guardian, or until placed in the care of the Social Care team.



If it is not possible for the child to remain at the school premises, a note will be left on the door of the school informing the child's parent / guardian where the child has been taken and leaving a contact number. A further message will be left on the parent / guardian's telephone explaining events.

Useful contacts

Social Care contact number: 0208 937 4300

Social Care out of hours contact: 0208 863 5250

LADO (Local Authority Designated Officer): Nicola Fraser 0208 937 4791 Mobile 07867 184033, Yvonne Prince 0208 937 2090, Laurel Mckie 0208 937 4300 EXT 1099

Policy drafted	Date: 04/03/19
	Signed: 