



## ALTRINCHAM PREPARATORY SCHOOL

### AFTER SCHOOL CARE TERMS & CONDITIONS (EYFS to Year 6)

(In operation starting 1st September 2021)

1. These After School Care 'Terms and Conditions' are necessary in order to maintain our high standards and to ensure boys derive the maximum benefit from their attendance. Please note that all Altrincham Preparatory School policies and procedures are followed in After School Care, including behavioural expectations. Such policies can be found on the school website.

2. The After School Care 'Terms and Conditions' are a separate contractual arrangement from the 'Terms and Conditions' that are in operation for the rest of the school.

#### 3. AGE OF ADMITANCE/OPENING HOURS/ATTENDANCE

- Boys in Pre-School and Reception will be accommodated at Bank Place. Boys in Year 1 and Year 2 will be accommodated in Highbury and boys in Years 3-6 will be accommodated at Marlborough Road.
- After School Care will operate every day that pupils are in school during the academic school year, Monday to Friday, from the end of the school day until 6.00pm for EYFS and 6.15pm for Years 1-6.
- When collecting their child, Parents are to sign the signing out register, or during Covid 19 restrictions a member of the After School Care team will sign the children out.
- Parents are required to inform After School Care if they are going to be late collecting their child. Please note that additional charges of £10 for every 15 minutes or part thereof, will apply if boys are not collected on time.
- Under no circumstances will a child be allowed to leave After School Care with anyone unknown to the staff unless previously arranged by the parent or guardian. A passcode will be required.
- Requests to amend booking/attendance patterns may only be made in writing and days/sessions booked may not be exchanged without confirmation from the After School Care Manager.

- Late and adhoc bookings are subject to availability. Please email [afterschoolcare@altprep.co.uk](mailto:afterschoolcare@altprep.co.uk).

#### 4. REGISTRATION. FEES, PAYMENT AND NOTICE PERIOD

- All fees are payable termly. Invoices for After School Care regular pre-booked sessions will be issued at the beginning of each term with payment to be received on or before the due date stated on the invoice. Payment for After School Care can be made via Bank Transfer, Cheque, Tax Free Childcare or Childcare Vouchers. Please ensure you include your Account Reference in your payment advice.
- Interest will be charged on unpaid fees at the rate of 10% per annum calculated on a daily basis for the length of the period during which any monies due remain unpaid
- Any ad hoc After School Care sessions will be invoiced at the end of each academic term with payment due on or before the due date stated on the invoice.
- No fee refunds are provided for any absence.
- APS After School Care reserves the right to review fees annually.

#### 5. MEALS AND SNACKS

- A healthy, nutritionally balanced menu is offered to all boys and all food is prepared on the school's premises. Copies of menus are available and special arrangements can be made to accommodate individual dietary requirements on medical or religious grounds, in consultation with parents.
- Boys are offered an afternoon snack. For boys staying after 4.30pm, high tea is also served.
- Food, sweets or drinks etc are not to be brought into After School Care.

#### 6. SAFEGUARDING AND CHILD PROTECTION

Altrincham Preparatory School has a duty of care to all boys and to act in accordance with national and local safeguarding and child protection procedures. Where we have reason to believe that a boy may be at risk, we have a duty to refer this to the appropriate authority. This is clearly defined within the school's safeguarding policies which includes the After School Care provision.

#### 7. CAR PARKING AND SAFETY

- The school asks that Parents show consideration when driving and parking in the proximity of the school's site so ensuring the safety, comfort and convenience of other Parents and their children as well as to our neighbours.
- Please note, once boys are collected from staff, parents/guardians or designated persons are responsible for their safety and boys must be carefully supervised. In the

interests of the safety of all our children and families, gates and doors must be closed after passing through.

#### 8. CONTACT DETAILS

- All information currently provided by you and held by the school will be accessible to After School Care.
- All parents/guardian are to inform After School Care of a confidential passcode in respect of collection of their son.

#### 9. EMERGENCY CLOSURE

In the event of an emergency such as fire, or adverse conditions such as a failure of the central heating, or emergency closure of the school, Altrincham Preparatory School reserves the right to close After School Care.

#### 10. VARIATIONS

We reserve the right to make reasonable modifications to these 'Terms and Conditions' from time to time. The School will give you at least a month's notice in writing of any such modification. If you wish to cancel your son's place in After School Care, a full month's notice is required in writing. If a child is not in school due to illness it will be assumed that the child will not be attending After School Care. In the event of illness, accidents or other incidents School policies will be followed.