



Ainslie Wood Primary School

Tea Time Club

Terms and Conditions

Tea Time Club Service

Tea Time Club will run Monday to Friday from 3.20pm until 6.00pm. It will not operate in school holidays or on INSET Days. Children are collected from their classrooms and taken to the hall for registration.

The choice of snack will vary from day to day.

We aim to provide a high quality service which meets the needs of both parents/carers and children. For parents/carers, this means knowing that your child is safe and happy in a club that is reliable and offers a consistent service. For a child, this means an environment that is safe, supportive, encouraging, nurturing, a place to be with friends and make new ones, to try out different activities, to relax, to have fun and enjoy. Parents/carers are expected to give their support and encouragement to the aim of Ainslie Wood Primary School Tea time Club and to uphold and promote its good name. Ainslie Wood Primary School Tea Time Club will ensure that appropriate standards of behaviour, discipline and hygiene are maintained.

Contact details

2.45pm – 6.00pm

07484 929599

Registration

Only children for whom a Registration Form has been completed and whose place has been confirmed in advance may attend Ainslie Wood Primary School Tea Time Club. All sessions must be pre-booked.

Booking

Regular Sessions:

On receipt of the Registration Form the school office will advise whether a space is available. If no space is available, then the parent/carer will be notified that their child is on a waiting list. Places are offered on a first come first served basis.

Ad hoc sessions:

These must be requested in writing by completing the registration Form, giving at least 2 days notice. The parent/carer will be notified as soon as possible after receiving the request, that a place is available. Ad hoc places are offered on a first come first served basis.

Payment of Fees and Cancellation

The cost per session is £12.00 per day, £60.00 per week. Parents will be given one term's notice of any change in fees. **Payments must be made weekly in advance.**

Regular sessions:

Payments for Tea Time Club will need to be paid via your parent pay account. The School reserves the right to exclude children if fees remain unpaid after a reminder and parents are advised to contact the school in case of any difficulties with payments. No refunds will be given for non attendance due to sickness or any other absence or for sessions only part attended.

Ainslie Wood Primary School requires two weeks written notice if you no longer require a place for your child at Tea Time Club or wish to make any changes to the days attended. Any changes will be subject to agreement by Ainslie Wood Primary School Tea Time Club and will be subject to availability. Charges will be made for the booked sessions within the notice period whether or not the child attends.

No partial refund will be given if a child attends for a short time and does not require a snack.

General Conditions

If your child is picked up late (after 6.00pm), there will be a fine of £10.00 for the first 15 minutes and then £5 pounds every 10 minutes after.

If your child is collected after 6pm on more than three occasions their place at Teatime club will be withdrawn.

It is the responsibility of the parent/carer to sign their child out once collected from Tea Time Club. Please use the small hall entrance via the Car park.

Any Special Dietary requirements (for example due to allergic reaction or cultural or religious beliefs) must be notified on the Tea Time Club Registration Form

All accidents, that staff are made aware of, are documented on the Medical Tracker system. You will be notified by email of any accidents that occur where your child has received first aid treatment. Should the need arise, the parents/carers hereby give their consent for first aid to be administered and or the emergency services to be contacted. The emergency contact details will be those held on the pupil's school record and our normal school procedures for notifying parents in the event of an accident will be followed.

Ainslie Wood Primary School Tea Time Club will not be liable for loss of property brought onto the premises by parent/carer or child.

The parents/carers hereby confirm that they accept the authority of the Tea Time Club Manager and staff to take all reasonable disciplinary or preventative action necessary to safeguard and promote the welfare of each child and the Ainslie Wood Primary School Tea Time Club community. Parents may be required to remove the child temporarily or permanently if the conduct of the child is unacceptable and it appears to the supervisor that the continued presence of the child is incompatible with the interests of Ainslie Wood Primary School Tea Time Club. There would be no refund of fees in these circumstances.