

PEREGRINE CLUB

(After School)

Bookings Policy and Procedure

Registration

All children who use the Club must be registered. A registration form should be filled in which contains details of contact numbers, special diet details, medical needs and so on. Parents/carers are obliged to ensure this remains accurate and to inform the Club immediately of any changes. The School is **not** responsible for ensuring that information passed to them regarding their children is passed on to the Club.

Bookings

Parents/carers may book ahead termly, half-termly, monthly or weekly. Earlier booking is more likely to guarantee a place. A registration form must be filled in for first time bookings.

Payment

Parents/carers will be invoiced for bookings made. Please wait for your invoice before paying, invoices will be sent out via email. Payment can be by **Parentpay** or **childcare voucher schemes**.

Charges for Late Collection

An additional charge of £1.00 will be made for every 15 minutes, or part thereof, where a child is at the Club beyond their scheduled finish time. **A charge of £5.00 will be made for every 15 minutes, or part thereof, where a child is at the Club beyond the Club closing time of 5:30pm.** Parents/carers will be charged in retrospect for this. Persistent late collection may result in the child losing their place at the Club.

Refunds, Credits and Exchanges

Refunds, credits and exchanges will only be available in exceptional circumstances. They will not be available where payments are made only one week in advance.

Late Collection Procedure

If parents/carers are unable to collect their child on time, because of delays in traffic etc, they should telephone the Club mobile phone (**07759 104710**) as soon as possible, stating the reason and giving an estimated arrival time.

If the Club has not heard from a parent/carer by the time the child should have been collected, after 15 minutes the Club will try the parents'/carers' contact numbers. If the parent/carer has not been in touch by 5:30pm, then Children's Social Care will be called and responsibility for the child will be passed to them.

If the child should have been collected at 5:30pm, the Club will contact the parents'/carers' numbers after ten minutes has elapsed. If the parent/carer has not arrived by 6:00pm, Children's Social Care will be called and responsibility for the child will be passed to them.

Medication

Medicines can only be administered when a Medical Care Plan has been completed – this is in addition to any Medical Care Plan the parent/carer has completed with the School. Medication must be handed in to the child's School in the morning in the usual way, with additional medicines to cover the Club session as appropriate. The Supervisor will nominate a member of Club staff to collect the medicine on behalf of the child.

PR and Training

From time to time JB's After School Club will use photographs of the children to promote the club on posters and brochures around St John's School premises, the School internet site, and around Glastonbury town.

Also, from time to time, staff at JB's After School Club will undertake childcare training and will use photographs of the children for evidence and be required to observe the children at play.

If you **do not** wish you child to be part of the above please inform the Club Supervisor.