

After School Club: Terms and conditions

Booking

1. Bookings can only be made for children who are on roll at Fairlands Primary School.
2. All places are subject to availability and will be allocated on a first come first served basis. The school reserves the right to decline a booking if there are no spaces available or if the child has an unpaid debt with the school.
3. **Places must be booked using Arbor** no later than midday on the day of the booking.
4. If there are no spaces available at the time of booking, email admin@fairlands.herts.sch.uk and the child will be placed on a waiting list. Places will be allocated on a first come first served basis.
5. Late booking – If you wish to book an emergency place at After School Club after midday, you will need to call the school office on 01438 351053 to check availability.

Prices and payment

6. Daily rates for After School Club are as follows:

Nursery		Reception – Year 6	
Cost	Session time	Cost	Session time
£8.25	3.30pm – 4.15pm	£8.50	3.15pm – 4.15pm
£9.25	3.30pm – 5.15pm	£9.50	3.15pm – 5.15pm
£10.25	3.30pm – 6.15pm	£10.50	3.15pm – 6.15pm

7. A sibling discount of £1.00 per session is available for any children with an older sibling attending either After School Club on the same day.
8. Payment must be made in advance by one of the payment methods detailed below:
 - **Arbor** (preferred payment option)
 - **Childcare vouchers** – please contact Val.Sandover@fairlands.herts.sch.uk to confirm details
 - **Cash / cheque** – must be submitted to the school office in a sealed envelope referencing the child's name and 'After School Club'. Cheques should be made payable to Fairlands Primary School.
9. Parents/carers will need to make payment for the anticipated session time. If a child stays longer than anticipated and runs into the next payment bracket, parents/ carers will need to pay the balance as soon as possible (no later than one week later).
10. If a child is collected later than 6.15pm, the school will bill parent/ carers at a rate of £5 for every 15 minutes.
11. The school reserves the right to cancel any bookings if payment has not been received in advance.

Cancellations

12. From time to time, it may be necessary for a parent/ carer to make a cancellation due to unforeseen circumstances. Cancellations can be made by telephoning the school office on 01438 351053 or by emailing admin@fairlands.herts.sch.uk **at least one week in advance of the booking.**
13. Cancellations made less than one week before the session will be subject to full payment. However, we ask parents to let the school office know if the place is no longer required by telephoning the school office on 01438 351053 or by emailing admin@fairlands.herts.sch.uk **before midday on the day of the booking.**