

## Saint Thomas More Care Club 2022/2023

### Terms and Conditions

*The school is a Data Controller for the purpose of the General Data Protection 2016 and Data Protection Act 2018. The School will only use the information you provide to meet our legal obligations and to ensure and safeguard those in our care. Where appropriate, we may ask for your consent to process certain information. Please ensure the information you provide to the School is up to date.*

*We will only process this information in accordance with Data Protection Legislation. More Information regarding how we handle personal data and your rights under the Data Protection Legislation can be found in our Privacy Notice and Data Protection Policy on the school's website.*

#### **Allocation of places**

Places are allocated on a first come first served basis providing forms are fully completed, previous invoices are settled and you are punctual collecting your child/ren and paying invoices. A £7.00 annual non-refundable registration fee per family is also required on completion of the admission form.

When Care Club has limited availability of places a waiting list policy operates. Places will be allocated to the waiting list in order of date and time from when the form was received. All admissions will be subject to Saint Thomas More Care Club's agreed policies, for example Fees, Times and Consents. Short term places may be available on a casual basis at short notice, dependent on ratios and providing a form is completed and money is paid in advance. This may be arranged by contacting the Play Leader, Miss Charlotte Turner. (Telephone no: 07398812016) or email [charlotte.turner@st-thomasmore.coventry.sch.uk](mailto:charlotte.turner@st-thomasmore.coventry.sch.uk)

Please note that if your child attends a before or afterschool club (i.e football, tennis), you will still be required to pay for the session in order to keep your child's place secure.

#### **Arrivals and Departure**

A member of staff is responsible for greeting each child and family upon arrival at Saint Thomas More Care Club. Care Club staff will continue to sign children in and out. **Children must be collected no later than 4.40pm or 5.30pm dependent on the session booked. Please be punctual.**

**If you are unable to pick your child up by 5.30pm then you must make other arrangements for your child/ children to be picked up and inform us. Unfortunately, continued lateness may result in your child being withdrawn from Care Club. If you are registered for an early evening session please inform us asap if you are running late so we can adjust staff ratios.**

**If you are late collecting your child/ren then you will incur a charge (please see below):**

<b>Late Charges</b>	<b>Up to 15 minutes</b>	<b>£5</b>
Early session after 4.40pm	<b>After 15 minutes</b>	<b>£10.00 for every 15 minutes</b>
Late session after 5.30pm		

**If your child is not picked up by the close of Care Club and we have not received satisfactory communication from parents then the local Safeguarding Team and/or police will be called.**

### Absence

Please inform the Charlotte (Care Club Manager) if your child is in school but is going to be absent from Care Club by contacting us on 07398812016. If you do not inform us then your child will be collected from class as normal by a member of care club.

### Notice

Half a term's notice is required should you wish to discontinue or change your sessions at the Care Club. If a refund is needed due to an overpayment of fees (not including childcare vouchers/ Tax-Free childcare), then it may take up to 10 working days.

### Fees

Invoices are raised half-termly in advance, once the booking has been confirmed. **Full fees are payable during time away from the Care Club, no allowances can be made for absence including in-term holidays, educational school visits or sickness (with the exception of Year 4-6 Residential trips)**

- The first invoice will be sent out at the beginning of the half term through Arbor, all other invoices will be sent out before each half term so payments can be made in advance and paid within two weeks.  
(You will be given a payment overview of the academic year which will outline approximately when invoices will be sent out and when payments will be due).

### Procedure for collection of unpaid fees

- If payment is not received an email on Arbor will be sent out expecting payment within 3 days.
- If payment is still not received, a final reminder will be sent out via Arbor and the debt will have a 10% administrative charge added. Your child's place may be withdrawn from Care Club with immediate effect.

The charges are:

Breakfast Club	7.15 am – 8.50 am	£5.50
Breakfast is served until 8.15am		
Early Session	3.20 pm – 4.40 pm	£5.50
Late Session	3.20 pm – 5.30 pm	£8.25

We accept childcare vouchers, Direct Debit/ Standing Order and Government Tax-free childcare.

Bank details are:

Holy Cross Mac T/A Saint Thomas More

Sort Code: 30-92-33, Account Number: 54860062

Care Club Telephone Number **07398812016**

**If using the Government Tax-free childcare, please inform Care Club staff of the reference when using it for the first time. Where possible when making a payment into the bank please make sure it is referenced with your child's name.**

### Personal items

Children are not permitted to bring or use personal items, such as handheld games consoles, etc, in Care Club