

Saint Thomas More Care Club 2026/2027

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. This will be invoiced on Arbor on receipt 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 i.e. 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 on Arbor. This may be arranged by contacting the Miss Charlotte Turner, Care Club Manager via the contact details listed below. Please note that if your child attends a before or afterschool club (i.e. football), 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 Unfortunately, continued lateness may result in your child being withdrawn from Care Club.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):

Late Charges Early session after 4:40pm	Up to 15 minutes	£5
Late session after 5:30pm	After 15 minutes	£10.00 for every 15 minutes

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 Care Club Manager if your child is in school but is going to be absent from Care Club by contacting us on the details listed below. 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 5-6 Residential trips)**

- The first invoice will be sent out in August on Arbor, all other invoices will be sent out before each half term so payments can be made in advance and paid within two weeks prior to the next half-term starting.
(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.

Breakfast Club	7.15 am – 8.50 am	£6.00*	*Breakfast is served until roughly 8.15am *Children can be dropped off at anytime from 7.15am onwards
Early Session	3.20 pm – 4.40 pm	£6.00*	*Children can be picked up at anytime before 4:40pm
Late Session	3.20 pm – 5.30 pm	£8.75*	*Children can be picked up at anytime before 5:30pm

**Please note prices are subject to increase, if this happens sufficient notice will be given.*

We accept childcare vouchers, Government Tax-free childcare and payment through Care Club on Arbor. If using the Government Tax-free childcare, please inform Care Club staff of the reference when using it for the first time.

Arbor

Please make sure all details are correct on Arbor with regards to contact numbers; medical needs; dietary requirements and allergies and you notify Care Club of any changes.

Personal items

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

Contact Details

Miss Charlotte Turner – Care Club Manager
Care Club Telephone Number 07398812016
Email: charlotte.turner@hccmac.co.uk