

OASIS

After School Club

Terms & Conditions

2018

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C/O Otford Primary School, High Street, Otford, Kent, TN145PG

Proprietor: Mr Ian Saunders/ Manager Angela Harris

**TERMS AND CONDITIONS for Oasis.**

**After-school Club Prices**

The charge per booked full session is £10.00, £4.00 per part session for the first hour and £8.00 for the second hour and £2.00 for the last hour.

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There is a penalty charge of £5 for any child collected up to10 minutes after their pick up time or £10 per child one off fee after 10 minutes.

**Registration**

* All parents/carers must complete our Enrolment Form **in full** before a child can be accepted at Oasis. Enrolment Forms can be obtained from Oasis directly, Email, School Office or Otford Nursery.
* Places can only be held for a maximum of 3 weeks before a start date after this, charges will be incurred for each day reserved.
* Any changes to the information contained on the Enrolment Form, whether it be contact details, medical details, change of address, etc., must be notified in writing by the parent/carer as soon as possible to the Oasis manager.

**Payment for Sessions Booked/Attended and Penalties**

* All bookings must be made a minimum of 24hours in advance.
* All fees and charges must be paid by cheque, bank transfer, vouchers or cash termly on receipt of an invoice with the exception of **occasional bookings which must be paid on the day.**
* Failure to settle all fees and/or penalties when due may result in Oasis after school club taking action (including legal action) to recover all outstanding debts. This could also result in the child’s/children places being terminated until settlement is received.
* Sessions that have been booked on a permanent basis require a terms notice period to cancel or adjust the place.

**Changes to booked sessions**

Sessions which have been booked and paid for cannot be refunded and children who are absent unless under extreme circumstances (confirmed by Manager) cannot be reimbursed, this also includes absences relating to additional activity clubs e.g. football as well.

If Oasis has to close due to bad weather fees will not be reimbursed unless closure is for more than a week which will result in a refund.

**Booking additional/occasional sessions**

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| All additional sessions requested by parents/carers are subject to availability as we must ensure that we have sufficient staff on site. |
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* No parent/carer should consider the booking as being accepted until a member of the Oasis after school club management has confirmed the booking.
* We are unable to swop days that have previously been booked on a permanent basis and therefore will be classed as an additional day.
* All additional sessions must be paid for on collection of the child/children on the same night. If this has not happened then future sessions may be cancelled until settlement has been received.
* Children who turn up at the club to attend additional sessions without the

parent/carer first booking will be looked after whilst their parent is called to come and collect them. The parent/carer will incur a fine of £10 on top of the after-school charge, per child.

**Responsibility for Payment**

The responsibility for payment of all fees, charges and penalties lies at all times with the person who has made the booking.

Failure by the after school club to make a written or verbal request for payment of fees does not constitute an excuse or reason for late or non-payment.

**Penalties for Late Collection**

It is the responsibility of all parents/carers collecting children to do so promptly at the end of the session booked. Failure to do so will expose the parent / carer to the payment of a financial penalty and will constitute a breach of the terms and conditions, entitling Oasis after school club to exclude the child from

subsequent sessions.

All parents/carers collecting children up to10 minutes beyond their pick up time will be charged a late collection penalty of £5.00 per child. Any parent/carer collecting children after 10 minutes beyond their pick up time will be charged a single late collection penalty of £10.00 per child.

The penalty must be paid before the child is able to return to the club.

Where the penalty is outstanding, and further sessions have been booked and paid for by the parent/carer, the club reserve the right to exclude the child, until the penalty is paid, without issuing a refund for sessions unattended.

**Sickness policy**

* Any child who has suffered from diarrhea, sickness, high temperature/fever or conjunctivitis must be kept away from the club for a period of 48 hours after such condition has ceased.
* Any child suffering from head lice does not need to be kept away from the club but the hair has to be treated and other parents notified of the infestation.

Should any child suffer from any of the above whilst at the club, the staff will contact and ask the parent/carer to come and collect the child as soon as possible.

**Grounds for Exclusion**

* Persistent poor behaviour on the part of the child (which includes, but is not limited to, bullying, verbal abuse, physical violence, fighting, racial incidents, defiance, rudeness to others, dishonesty, disobedience and deliberate damage to property), or non-persistent incidents of particularly serious behaviour (for example which endangers children or staff)
* The staff will record poor behaviour in the incident book. Three recorded incidents may result in a temporary or permanent exclusion at the discretion of Oasis manager.
* Where a parent/carer is in breach of any of our terms and conditions.

*Refunds will not be made if children are excluded on the grounds set out above.*

**Reservation of Rights**

Oasis after school club reserve the right to exclude a child or family from attending the club or refuse to accept a registration.

Oasis after school club reserve the right to close the club on the grounds of staff shortage, unavailability of facilities, or any other reason which is in a reasonable opinion necessitates closure. Reasonable notice will be given where possible.

Oasis after school club reserves the right to change these terms and conditions at any time and will give written notice of such changes to parents / carers.

**Legal: Waivers, Exclusions, Jurisdiction**

* No failure or delay by Oasis after school club in exercising any of its rights or remedies shall prejudice or affect its ability to do so unless it has provided a specific waiver or release in writing. These terms and conditions are governed by English law and subject to the jurisdiction of the courts in England and Wales.
* Oasis after school club shall not be liable for any direct or indirect loss suffered by parents / carers as a result of club closures under the terms of the agreement, including but not limited to loss of profits, increased costs or expenses or wasted expenditure.
* Oasis after school club accepts no liability for the administration of medicine in accordance with parents / carers written instructions. Medicines will not be administered in the absence of written instructions.
* Oasis after school club accepts no liability for loss or damage (including consequential loss) to property brought to club premises caused by the actions of children or third parties or for accidental damage caused by club staff.
* Oasis after school club accepts no responsibility for injury caused from pre-existing medical conditions which are not notified to the club.

**OFSTED Registration**

From May 2005 Oasis after school club can be inspected and registered. Our registration number is EY475278.