



## Lacey Green Primary Academy After School Club Terms of Use – From Feb 2020

- Regular weekly sessions that are booked will continue until cancelled in writing by the parent / carer either by letter or e mail.
- Currently, sessions are £11.00 per evening from 3.10 pm – 6.00pm. A light tea will be provided where appropriate. Any changes to this fee will be notified to all parent / carers at least a month in advance.
- 10% discount is given on regular weekly sessions when two or more siblings from the same family attend the club.
- If a child is collected late (after 6.00pm) there will be a £10.00 charge for each 15 minutes or part thereof.
- Additional / one off emergency bookings (if permitted) are charged at £15.00 per session, regardless of the amount of notice given. No sibling discount is given for additional sessions.
- All requests / notices etc. for the same day are to be emailed before 2.30 to [afterschool@laceygreen.cheshire.sch.uk](mailto:afterschool@laceygreen.cheshire.sch.uk)
- A response to confirm your change / emergency additional session request, will be sent to you from the school office to let you know if we have been able to accommodate your request. We do try wherever possible to accommodate emergency requests but they cannot be guaranteed.
- After School Club charges are raised at the beginning of each month, in advance and should be paid in full by the end of that month.
- Breakfast Club and additional After School Club charges are raised within the first few days of the month, in arrears and should be paid in full by the end of that month.
- Cancellation of your place in the After School Club needs to be notified by email to the After School Club email address mentioned above. Cancellations should be notified before the end of the month, to be effective from the beginning of the following month. Once charges have been raised at the beginning of the month they are payable in full.
- Any regular weekly sessions booked are to be paid in full regardless of whether the child attends or not.
- Breakfast club is £3.00 per session (payable on the door) and runs from 7.30 am to 8.35am. Breakfast is stopped being served at 8.20 and children are taken down to class at 8.30.
- Breakfast Club can be used on a drop in basis and does not need to be booked.