



Terms and Conditions for the Extended After School Club

1. PH Sports Staff will be responsible for all children during the session
2. Children must be collected by a responsible adult. If a member of staff requests that you collect your child for any reason, please arrange to do so immediately. If you cannot collect your child yourself and we do not know the person who will be collecting for you, please give their name and a clear description of them over the phone to the PH Sports member of staff.
3. We will make every effort to care for items which your child has needed at school e.g. musical instruments. However we cannot accept responsibility for any money, toys, mobile phones or valuable items.
4. If a member of staff has any concerns about a child's personal safety the school's current Child Protection policy will be followed.
5. Your child should not attend the club if they are unwell. After vomiting or diarrhoea, your child may not attend for 48 hours after the final episode.
6. PH Staff will be responsible for all children during the session. Parents/Carers need to collect children promptly and make sure your child is signed out. We will invoice you for our extra costs should your child not be collected on time. (Refer to our late policy)
7. As this club is part of school the children will be expected to demonstrate respectful behaviour towards adults, other children and school resources in line with the current school Behaviour Policy.

Extended Services – Late Policy

It is extremely important that children are collected on time from our extended services as late collections can cause major issues for PH Sports and the school.

- Afterschool Club finishes promptly at **4:20pm**.
- Extended Club finishes promptly at **5:50pm**.

Parents/Carers agree to make appropriate arrangements for their child to be collected at the stated finish time. Please be aware that late collection after this time will be charged at a **£1 for every 2 minutes**.

On the first occasion that a child is collected late; parents/carers will be reminded of the late collection policy and asked to sign a late collection agreement. PH Sports will provide a first time grace in the first instance of this happening.

On the second occasion that a child is collected late parents/carers will be reminded of the late collection policy and asked to sign a late collection agreement. The PH Sports office will automatically contact parents/carers regarding late fee payment and the After School manager will contact parents/carers to discuss the late procedure.