



**DEANESFIELD PRIMARY SCHOOL**

Queens Walk, South Ruislip, HA4 0LR

Tel: 020 8845 2715

Fax: 020 8845 6833

[www.deanesfieldschool.org.uk](http://www.deanesfieldschool.org.uk)

email: [admin@deanesfieldschool.org.uk](mailto:admin@deanesfieldschool.org.uk)

Headteacher: Ms K O'Sullivan

## **Before & After School Care Club**

### **Terms & Conditions**

*(Updated January 2026)*

#### **Registration**

- All parents/carers must complete the Registration Form before a child can be accepted to attend our Before & After School Care Club.
- Registration must be done directly through <https://deanesfield.childcare-online-booking.co.uk>
- All parents/carers must ensure that the registration details are correct and kept up to date at all times.

#### **Booking Sessions**

- All sessions requested by parents/carers are subject to availability.
- All sessions booked must be paid for in advance.
- No parent/carer should consider a booking as being accepted until full payment has been received.
- Sessions must be pre-booked by 12pm (noon) on the Friday prior to the week required.
- Bookings may be cancelled via the system 'Summary' tab up to 2 weeks before the start of any session for a credit to be applicable. Bookings cancelled within the 2-week period will not be credited.
- In an emergency and exceptional situation, children who remain at the school uncollected after 3.45pm will be admitted into the After-School Club whilst their parents are contacted to collect them. The parent/carer will incur a £2.00 non-booking fee per child in addition to the session charge. If this occurrence becomes an established pattern, the school reserves the right to make further welfare follow up reports to the relevant authorities.
- The School will credit all fees charged, if the club is forced to close due to unforeseen circumstances.
- The School will refund any fees charged for the club in the event your child is subsequently selected to represent the school and has your consent to take part either in a team sport activity, or if a school curriculum activity, such as offsite trip, is delayed on return.

#### **Responsibility for attendance**

- It is the parent/carer's responsibility to ensure that they have booked and secured a place for their child/children with full payment made in advance of the session.
- It is the parent/carer's responsibility to ensure that their child/children are aware that they will be attending our Club.
- It is the parent/carer's responsibility to notify the school in advance if their child/children will not attend a booked session on any given day.

## Drop-off and Collection Arrangements

- **Breakfast Club** - It is the responsibility of all parents/carers to ensure their child is accompanied through the entrance gate and directly handed over to a member of staff at the door on arrival. Children will make their way / be chaperoned from the club to their classroom to be registered at the start of the school day.
- **After School Club** - Children booked into the club on any given day will be sent / taken to the club from their class at the end of the school day and registered on arrival. Children booked into the first half of the wrap-around care provision will be actively engaged in activity for the first hour. Following the activity, children either be collected (up to 4.30pm) or taken to have their snack up to 5pm. Therefore:
  - **16:30 session collection** –We can no longer accommodate ad-hoc collection prior to 16:20. Therefore, children booked into the After School Club until 4.30pm **can only be collected between 4.20pm – 4.30pm**. Please note that if you are running late and do not collect your child by 16:30, your child cannot be collected until 5pm onwards. In this instance, you will be charged for the full session (up to 6pm).
  - **18:00 session collection** – Children booked into the 6pm session can be collected anytime from 5pm onwards, until the end of the session at 6pm.

## Penalties for Late Collection

- It is the responsibility of all parents/carers collecting children to do so promptly at the end of the session. 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 the School to exclude the child from subsequent sessions at the Club.
- There is a penalty charge of £10.00 per half hour per child before 18:00hrs and £20.00 for every fifteen minutes (or part thereof) for each child collected after 18:00.
- This penalty charge must be paid before any future club bookings can be made.
- Where the penalty is outstanding and further sessions have been pre-booked and paid for by the parent/carer, the School reserves the right to off-set the payment received against the penalty charges and/or exclude the child from the Club, until the penalty is paid, without issuing a refund for sessions unattended.

## 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 School to make a written or verbal request for payment of fees does not constitute an excuse or reason for late, or non-payment under any circumstances.
- Failure to settle all fees and/or penalties when due may result in the School taking action in line with our Debt Recovery Policy to recover any outstanding sums. Persistent late payment may result in the withdrawal of access to the provision.

### **Grounds for Exclusion from Access to Provision**

- Grounds for exclusion are persistent failure to uphold our golden charter on the part of the child, or an incidents of particularly serious behaviour (for example those which endanger children or staff) or where a parent/carer is in breach of any of our terms and conditions.
- Refunds will not be made if children do not attend any sessions due to illness or excluded on the grounds set out above.

### **Reservation of Rights**

- The School reserves the right to exclude a child or family from attending the Club or to refuse to accept a registration at its sole discretion.
- The School reserves the right to close the club on the grounds of staff shortage, unavailability of facilities, or for any other reason, which in its reasonable opinion necessitates closure. Reasonable notice will be given where possible.
- The School reserves the right to change these terms and conditions at any time.

### **Legal and Medical**

- The School 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.
- The School accepts no liability for loss or damage (including consequential loss) to property brought to premises caused by the actions of children or third parties or for accidental damage caused by Club staff.
- The School 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.
- In accordance with the Health & Safety policy, the School accepts only medication which is prescribed, in original packaging including the pharmacy label which indicates the child's name.
- The School accepts no responsibility for injury caused from pre-existing medical conditions which are not notified to the Club.

### **Declaration**

- All staff will adhere to the policies as applicable and operational to Deanesfield Primary School during the hours of club operation, particularly Child Protection, Health & safety, Anti-bullying, Behavior Policy and Complaints Policy.
- All staff are vetted and have the appropriate qualifications for the roles, and the club is fully Ofsted compliant with risks covered by the school's insurance.
- The quality of the club will be closely monitored by the leadership teams of Deanesfield Primary School, and the Ofsted registration falls under that of Deanesfield Primary School.

## **Parent Agreement**

In registering and signing up for a place, the parent/carers agree to the following terms:

- I expect my child to uphold Deanesfield Primary School Golden Rules.
- I understand that my child will not have a place for any booked sessions unless full payment has been made in advance for the session.
- I understand that my child will only be able to attend a booked session if in attendance at school that day.
- understand that if my child is sick, absent, or has exceptional leave, I will not be entitled to a refund on any funds paid.
- I understand that once my child is signed up for the club, I am not entitled to a refund on any funds paid if I decide I no longer require the place.
- If I would like my child to receive breakfast in the Breakfast Club, then I will ensure they arrive at the club no later than 8.20am.
- I understand that my child can only be collected between 4.20pm – 4.30pm or after 5pm on any given day they are booked into the after school club.
- I will ensure that my child is collected promptly and make the relevant arrangements in exceptional circumstances.
- I will inform the club in such an event and accept that any late collection will result in additional fees.
- I understand that failure to adhere to any of the above could result in my child having their place withdrawn at short notice or with immediate effect. In this event, I understand I will not be entitled to any refund of fees already paid for booked sessions.
- I understand that whilst dropping/collecting my child/children, I have been granted access to the school for this sole purpose. Any other matter must be conducted during normal school hours.

**The contact number for the Before & After School Care Club is 07762 470 573,  
operational between 7.45am - 8.30am and 3.30pm – 6.00pm.**