



## Lenham Primary School After School Club

### "The Toastie Club"

Contact us:

T: 01622 858260 8.00am to 3.15pm

M: 07756 591118 3.15pm to 6.00pm

E: [office@lenham.kent.sch.uk](mailto:office@lenham.kent.sch.uk)

### Parent/Guardian Copy of Terms and Conditions

#### **Opening times:**

Monday to Friday 3.15pm-6.00pm

#### **Staffing**

The Toastie Club will be staffed by a minimum of two members of staff, at least one of whom will be First Aid Trained and hold a valid Food Hygiene Certificate. All staff will have been checked for suitability through the Disclosure and Barring Service.

#### **Refreshments**

Drinks and fruit will be available to the children at all times. A healthy snack will be served at 4.30pm to all children.

#### **Fees**

£7.25 per pre-booked session. The full fee is payable, even if a child only attends for part of a session. Fees should be paid in advance, and can be paid via [ParentPay.com](https://www.parentpay.com) or [Paypoint](https://www.paypoint.co.uk)

No refunds will be given for unused sessions, including sickness. If a session is cancelled in writing by 9am Friday of the preceding week of the session, then a credit will be applied to your account and will be available to use against an alternative session.

Fee rates are reviewed on a yearly basis in May to be applied in September.

**Late Collection Charge**

Two members of staff must remain until the last child is collected. A collection register will be kept and if parents are consistently late they will be charged for the additional staffing costs.

**Booking Policy**

Spaces will be allocated on a first come first served basis, and will be secured upon receipt of a completed booking form together with payment.

Bookings cannot be accepted from any families with monies outstanding from previous after school club bookings.

**Rules of Play**

- We will respect everyone
- We will keep our hands and feet to ourselves
- We will speak nicely to everyone
- We will share and look after school property
- We will tidy away when asked
- We will listen to instructions

I, ..... parent / guardian of .....  
have read the above and accept the terms and conditions of the Toastie Club.

My child has the following health condition .....  
which should be taken into account when caring for my child.

Signature of parent:.....Date:.....