

Furneux Pelham Tea Timers After-School Club

For your child(ren) to attend The Furneux Pelham Tea Timers After-School Club you must have read the club's terms and conditions and indicated your agreement to these by marking your consent on Arbor.



Together we care, inspire

Terms and Conditions

Registration

1. Before a child can be accepted into the club, parents must ensure they have read the club's terms and conditions and marked their consent on Arbor to show agreement to these.
2. Parents then need to register the child for the club on Arbor.
3. Parents must ensure that the Student Details section on Arbor is up to date, particularly emergency contact details and any medical or allergy information.

Bookings

4. Bookings for sessions can only be made if the credit in your 'Wraparound Care' account on Arbor is sufficient to cover the cost of the booking.
5. All bookings should be made via your Arbor Parent Portal or Arbor App.
6. Bookings can be made up to 2pm on the day.
7. Bookings are available a term at a time.
8. Sessions have a maximum capacity – if this has been reached, you will not be able to book on Arbor, please contact the school office to see if we can help.

Fees

9. The cost of booked sessions must be paid in advance by ensuring your 'Wraparound Care' account on Arbor has been topped up to be in credit to cover the charge of any booked sessions.
10. We accept childcare vouchers from all the major providers. Please select Furneux Pelham as the childcare provider when transferring payment. School will then credit this to your Arbor account.
11. Late collections after 6pm will incur an additional fee of £5 per 15 minutes due to staff remaining after hours with your child.

Amendments or Cancellations

12. If you have booked your child to attend the Tea Timers After-School Club and they are ill or no longer need to attend a session, please contact the school office to amend or cancel the booking in advance. Please note that the charge for the session is only taken from your account when attendance is marked, so you will only be charged for the sessions that your child attends.

Collection and drop off arrangements

13. At the beginning of the session, children will be collected from their classroom or other after-school activity and signed into the club.
14. All the children are provided with a drink and snack to begin the session. If the booking runs to at least 4.45pm, this includes a light tea.
15. At the end of the session, children must be collected by an authorised person (over the age of 18) and signed out.

School policies

16. Staff cannot be held responsible for any lost or stolen items.
17. All school policies and expectations (for example behaviour, health & safety, child protection etc.) will apply to the club.
18. The Tea Timers After-School Club reserves the right to exclude any child whose behaviour is disruptive and prevents the provision of a safe, stimulating and happy environment for other children. This option will only be used in extreme circumstances and as a last resort after extensive consultation with parents/guardians and the child concerned.
19. The Tea Timers After-School Club has a duty of care for the safety and welfare of all children. There may be times, for example in the case of child protection concerns, where information will be shared with the school's Designated Safeguarding Lead who will take appropriate action if needed.

Instructions for all required tasks on Arbor can be found on the school website.