



# All Sorts Extended Services

## Terms and Conditions

### 1. Registration

#### Admissions Policy

To apply for a place within All Sorts Extended Services a registration pack must be completed in full and returned to All Sorts. Registration packs can be obtained by contacting the All Sorts Business Manager: [allsorts@allsoulsschool.co.uk](mailto:allsorts@allsoulsschool.co.uk)

Places for children will only be confirmed/offered upon the return of a fully completed registration form, emergency contact form and medical consent form.

### 2. Booking Sessions

There is no minimum number of sessions that have to be booked within our Extended Services provision.

Sessions booked for one academic year do not roll over to the next. Instead, you will receive notification from the All Sorts Business Manager via the email address you provide on your child's registration form when bookings open for the following academic year. You will need to respond as required to book places for the following academic year. Prompt responses are advised as places within our Extended Services provision are limited.

All Sorts follows the All-Souls' Catholic Primary School term dates and this includes teacher training days. All Sorts is a term time only provision.

### 3. Fees and Charges

Extended Services	Price per session
Breakfast Club 7.45am – 8.45am	£8.50
After School Club 3.15pm – 4.30pm	£9.00
After School Club 3.15pm – 6.00pm	£15.00

All Sorts fees are calculated on the number of sessions booked. The fees payable by the parent/guardian are calculated by the number of booked sessions per month multiplied by the cost per session. Additional sessions purchased, over and above normal booked sessions, will be charged monthly and shown on the following month's invoice.

Invoices will be itemised to ensure parents are easily able to reconcile their bill with the fees All Sorts charge.

All Sorts does not charge additionally for snacks or drinks provided during a child's booked sessions.



Children must be collected promptly at the end of their session by Parents/Carers or persons named on their Registration Forms as authorised to collect.

Charges will apply in line with our late collection policy for children who are collected outside of their booked session times:

- Up to 10 minutes over the session finish time: £5.00 charge
- For every further 10 minutes your child remains uncollected: an additional £5.00 charge per 10-minute increment.

These charges will be added to the following month's invoice.

Charges for a booked place will apply for periods of holiday, illness or for any other reason of absence neither will any refund be given in the event of the child's absence due to illness, holiday or for any other reason of absence. This is because All Sorts have to allocate the correct staff ratios to booked places and ensure appropriate staffing is in place in line with the EYFS statutory framework and Ofsted requirements.

#### **4. Tax-Free Childcare**

Working parents with children under 12 (or under 17 for disabled children), can open an online account to pay for registered childcare. For every £8 you pay in, the government will add an extra £2. Therefore, you could receive up to £2,000 **per child** - that's up to £500 every three months. If you have a child with a disability, you can receive up to £4,000 per child - that's up to £1,000 every three months.

You, and any partner who lives with you, must each expect to earn (on average) at least £125 per week (equal to 16 hours at the National Minimum or Living Wage). If you, or your partner, are on maternity, paternity, or adoption leave, or you're unable to work because you have a disability or have caring responsibilities, you could still be eligible.

If either you, or your partner, expect to earn £100,000 or more, you can't get Tax-Free Childcare. You can't use Tax-Free Childcare at the same time as childcare vouchers, Universal Credit or tax credits.

Your eligibility for Tax-Free childcare must be re-confirmed every 3 months.

To find out more go to <https://www.gov.uk/apply-for-tax-free-childcare>

#### **5. Payment of Childcare Fees**

Fees are invoiced at the beginning of the month and all invoices must be paid in full by the 24<sup>th</sup> of that month.

Fees can be paid by bank transfer, Child care vouchers or via Tax Free Childcare payments; bank details are provided on the invoice,

Any invoices that are not paid by the 24<sup>th</sup> of the month will be subject to a £20.00 late payment fee per invoice.



## 6. Arrears

If there are outstanding fees at any time, All Sorts reserves the right to immediately suspend or terminate childcare services. Any cost incurred as a result of suspension, termination or be paid for by the parent/guardian.

Should the setting have to seek advice or services from an external provider regarding outstanding fees any charges for such will be chargeable to the parent/guardian.

## 7. Cancellation/Termination

A parent/guardian may cancel a place by giving 4 weeks' notice in writing to the All Sorts Business Manager; [allsorts@allsoulsschool.co.uk](mailto:allsorts@allsoulsschool.co.uk). The notice period takes effect from the date the cancellation letter or email is received.

Where shorter notice periods are provided, the parent/guardian remains liable for the charges for the full 4 week notice period.

Failure by the parent/guardian to provide any notice at all shall render the parent/guardian liable for 4 week's fees in lieu if notice.

## 8. Complaints Procedure

We hope you will be happy with the service we provide. Should you have a complaint or any concerns please approach a member of the All Sorts management team or put this in writing to the Chair of the V.M.C. Mr. A Cooke. A response will be provided within 28 days.

Parents have the right to contact Ofsted if they feel it is necessary.

## 9. Infections and Illnesses

All Sorts must be informed of any sickness, illness or infection before attempting to bring the child to the premises. Each case can then be considered on an individual basis.

Where a child has been diagnosed by a doctor with a contagious disease or illness or tested positive for a contagious disease or illness, they cannot attend All Sorts until a doctor or guidance advises that they are able to do so.

Where a child has experienced sickness or diarrhea, they cannot attend All Sorts until the symptoms have been absent for 48 hours.

Please see our Managing children who are sick, infectious or with allergies Policy for further information. Guidelines on exclusion are displayed in All Sorts. As noted above no refund will be given in the event of the child being unable to attend due to illness, sickness or a contagious disease.

## 10. Opening Times

All Sorts Extended Services operates Term Time only:

Breakfast Club	Monday – Friday	7.45am – 8.45am
After School Club	Monday – Friday	3.15pm – 4.30pm
After School Club	Monday – Thursday	3.15pm – 6.00pm



## 11. Unexpected Closure

If All Sorts has to close due to severe weather conditions or other events beyond our control, we are unable to offer any refunds.

## 12. Personal Property

All Sorts cannot be held liable for the loss or damage of any item belonging to the public on the premises. This particularly applies to children's clothing and toys as well as buggies.

### How we use and store your data - please insert information:

All personal information provided to All Sorts via means of Registration Forms and Parent/Carer Funding Agreements will be stored in the All Sorts Office. This door is accessed via a keypad lock, the digits for which are known only by the All Sorts Management Team.

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