

## Bishop Aldhelm's C.E Primary School

### Lookout Club Terms and Conditions September 2023

We are very fortunate at our school to be able to facilitate wrap around care from 7.45am to 6pm Monday to Friday, in our Early Birds and Owls Club.

Club	Session Times	Session Fee
Early Birds	07.45 – 08.45	£3.50
Owls 1	15.15 – 17.15	£7.50
Owls 2	15.15 – 18.00	£10.00

Please read the below information to ensure you are familiar with the booking procedures;

#### **Booking and Fees**

- Lookout Club places can be booked termly in advance and up to 24 hours beforehand on 'My Child at School' (MCAS). Parents are advised to book online in advance to avoid disappointment as places are allocated on a first come first served basis.
- Payment must be made in advance and all sessions must be pre-booked. No bookings can be made without payment prior to attending the clubs.
- Lookout Club sessions that are booked will show in green on the MCAS app. The MCAS app can also be used to check balances for both Early Birds and Owls Club.
- For those using Government Tax-Free Childcare Vouchers or other Childcare Voucher schemes please submit a screenshot to [lookout@bishopaldhelms.poole.sch.uk](mailto:lookout@bishopaldhelms.poole.sch.uk) showing proof of payment and details of how much to allocate into each specific Lookout Club in plenty of time to make the required bookings. Please allow 48 hours for vouchers to be allocated to your accounts. **Please note vouchers can only be allocated to accounts during term time.**
- If someone other than the parents/carers are collecting a child the Lookout Club will need to be informed in advance.
- It is not acceptable to leave a child unaccompanied with no booking at Lookout Club. If a child attends a club without pre-booking a charge of £10 will be applied in addition to the club fee, subject to a space being available. However, if there is no space in the club the parent will be contacted to collect their child.
- If a Lookout Club session is required at short notice (less than 24 hours' notice) please contact [lookout@bishopaldhelms.poole.sch.uk](mailto:lookout@bishopaldhelms.poole.sch.uk) if space is available a late booking charge will be applied at a cost of £5 for both Early Bird and Owls club in addition to the club fees.
- Credit will not be given for missed sessions or cancellations unless 24 hours' notice has been given.
- Children must be collected promptly by either 5.15pm or 6pm depending on which session has been booked, failure to do this will incur additional charges of £10 per every fifteen minutes.

- Additional charges for non-bookings, late bookings or late collections will be applied to parents/carers accounts and will show on the MCAS app, these will need to be cleared in order to make future bookings.
- If a child is unable to attend the club due to payment being in arrears, a letter will be sent home with the child stating the amount outstanding and that the child cannot attend Lookout Club until full payment is received.

#### **Allergies, Dietary Requirements and Medical Needs**

- The school are aware of children with allergies, dietary requirements and medical needs. However, it is the parents/carers responsibility to ensure the Lookout Club are aware of these. If required, please complete the Allergy/Medical Needs form before booking Lookout Club sessions and return the completed form to [lookout@bishopaldhelms.poole.sch.uk](mailto:lookout@bishopaldhelms.poole.sch.uk) or the school office. The Allergy/Medical Needs form can be found in the wraparound care section of the school website.

[Wrap Around Care | Bishop Aldhelm's CE Primary School \(bishopaldhelms.poole.sch.uk\)](#)

#### **School Policies**

- School Policies continue to apply whilst Lookout Club is in operation, these can be found in the policies section of the school website.

[School Policies & Procedures | Bishop Aldhelm's CE Primary School \(bishopaldhelms.poole.sch.uk\)](#)

- Lookout Club cannot accept responsibility for children's possessions or valuables whilst they are in attendance.
- Statement requests for Universal Credit purposes regarding Lookout Club sessions attended and paid for can be produced on a monthly or termly basis for the previous month/term. Statements cannot be produced for future bookings.

**By signing up to the clubs, you are confirming you agree to the terms and conditions as detailed in this document.**

We hope that the above information is clear, with the success of the clubs as well as an increase in numbers we feel the booking procedures are necessary to ensure the smooth running of the club for you and your children.

If you have any questions about the lookout clubs, do not hesitate to contact [lookout@bishopaldhelms.poole.sch.uk](mailto:lookout@bishopaldhelms.poole.sch.uk) for more information.