

Terms and Conditions SAC After School Clubs:

- Information and link to application form is available here:- <https://www.south-ayrshire.gov.uk/out-of-school-childcare/>
- Completion of the application form for after school clubs **does not** guarantee a booking/place at the after school club.
- Places for after school clubs are allocated on a first come first served basis with the exception of regular bookings.
- Applications can only be accommodated where space and staffing allows.
- Where a service is full a waiting list will apply.
- An annual registration fee of £10 per family will apply. This is a single payment and will not apply twice if parents use after school and holiday club.
- South Ayrshire Council will send confirmation of booking, **cost** and **payment link** for each block booked for afterschool club to the email address supplied by the main applicant, if your email address changes please advise Educational Services immediately, ChildcareServices@south-ayrshire.gov.uk.
- Parents/carers will receive one reminder e mail before the payment due date. Where payment is not received by the due date the place will be withdrawn.
- Where parents/carers are persistently late with payments and receive multiple reminders, they will be notified that their place will be withdrawn.
- Parents will be required to pay any outstanding balance prior to accessing any further blocks booked for after school club.
- Any changes or cancellations to bookings made but not yet paid for must be e mailed to ChildcareServices@south-ayrshire.gov.uk.
- Where bookings have been made and not yet paid for parents/carers can cancel or amend by contacting ChildcareServices@south-ayrshire.gov.uk giving at least two weeks' notice. There is no requirement to submit a new application. Childcare Services will review availability and any requests to amend sessions booked.
- Where parents/carers wish to use the service on an ad hoc basis bookings can be made at any time and must be paid for in advance. Failure to do so may result in access to the service for any future bookings for holiday club and after school club being withdrawn.
- For emergency/ad hoc bookings parents must contact the service prior to the start of the session. Where space allows children can be accommodated. Payment must be made within 24 hours. Failure to do so may result in access to the service for any future bookings being withdrawn.
- No refunds can be made to bookings confirmed, paid for and not used e.g. holidays and sickness.
- No charges will be applied where the service is closed e.g. public holidays and in-service days.
- Childcare Vouchers will be accepted and HMRC Tax Free Childcare Scheme may be available for payment.
- Any charges not covered by student funding must be paid by the parent /carer.
- Children must be collected on time. Persistent late collection may result in the service being withdrawn and additional charges applied.
- Where a child arrives for afterschool club where there is no confirmed booking the school will be advised. The child will be returned or to/remain with school staff who will follow procedures to contact parents and or emergency contacts to make arrangements to collect child from the school. Where this is a regular occurrence access to the service may be withdrawn.

- Children should bring their own snack and drinks for after school club. Guidance on healthy snacks and lunches can be found here



snack leaflet updated
march 2021.pub

- **Failure to adhere to the terms and conditions may result in access to the service and any future bookings being withdrawn.**