



CLIFTON AFTER SCHOOL CLUB (CASCB) –Booking Procedure

REGULAR BOOKING

1. Parents can book an extended period (maximum one term at a time) by using the Registration Form which can be handed to a member of the CASCB team.
2. CASCB Staff will take these as priority bookings when assessing available spaces each day.
3. Registration Forms are available in school, and on the school website to print off, complete and hand to a member of the CASCB team.

SHORT TERM BOOKING

4. Subject to available spaces, bookings can also be made on a daily basis via email to cliftonascb@gmail.com or by using the diary sheet (located at the school reception desk).
 - a. The entry in the diary sheet or date of email will reflect the day and time booked.
 - b. If the diary sheet is used, the parent/carer must sign the booking as confirmation.

TERMS & CONDITIONS (from September 2023)

- Please state the day(s) and time(s) you require when booking
 - Your signature in the diary sheet (or your email) will confirm your understanding and acceptance of the booking and cancellation procedures.
- This booking will be used for the daily register, health & safety and payment procedures in accordance with our relevant policies.
- Cancellation policy: failure to cancel will result in a fee being charged
 - Minimum notice is required – cancellation by 8:30am of the day booked.
- In the event of pick-up being later than the original booked time, an additional charge will be made in accordance with the fee structure.
- Payment procedures:
 - Invoices are issued in arrears near to the 1st of the following month for payment no later than the final day of that month.
 - Payment method is through the school's account via the Worcestershire County Council's accounting system. **PLEASE SEE SEPARATE GUIDANCE SHEET.**
 - Late payments (beyond the last day of the month) will incur a fee of £5 to cover additional administrative time.
 - Where arrears are outstanding, the school reserves the right to withdraw the service until the debt is cleared. Reinstatement of service offer is at the discretion of the Headteacher and may be on condition of payment in advance.

LATE PICKUPS

Child Protection:

We will never leave children unsupervised, in any circumstance. If we have not received notification of your delay, or alternative pick-up arrangements, your child will be supervised by CASCB staff whilst a member of staff endeavours to make contact with you. If no contact has been possible by the closing time of CASCB (6pm), in line with Safeguarding protocol, staff will contact the Police and/or Worcestershire Children's Services.

For all pupils:

If end of day pick-up is over 10 minutes late (ie after 3:05pm) with no notification received, then your child will be escorted to CASCB and a non-collection fee of £3.35 will be charged to cover the administration time for checking your whereabouts and pickup arrangements, and/or childcare services and snacks provided. If supervision extends beyond 3:30pm then the usual hourly rates will apply.

Please note: all clocks in school (including the one visible from the playground) are radio-controlled, which allows for reliable and accurate timekeeping at all times.

For pre-booked CASCB places:

If CASCB pick-up is over 15 minutes late, the next hour's charge will be applied.

CURRENT FEES (for review September 2024)

The following fee structure currently applies:

- Late school pickup fee £3.35 (applies to all pupils)
- **Pre-booked sessions**
- First half hour of booking until precisely 3.30pm £3.35
- First hour of booking £5.85
- Two hours £9.90
- Three hours £12.50

CONCESSIONS

A discount of 10% applies for families who use CASCB for an aggregate of 10 hours and over per week averaged throughout the month.

Parents/carers who are undertaking term-time voluntary work in support of the school (such as Governors or members of the PTA) between 3pm and 6pm may make use of CASCB free of charge, subject to available spaces, at the discretion of the Headteacher.

Free drop-in supervision sessions are offered during parent-teacher consultations, for the duration of the appointment. (Parents are required to sign children in and out on the day.)