



## Jack and Jill School

20 First Cross Road  
Twickenham  
TW2 5QA

### **After School Care**

3.00-6.00pm daily during term time  
for  
2-6 and 7-11 year old children

A varied programme with ample opportunity to relax in the care of Jack and Jill staff

£12.50 per day to include transport from local schools, high tea and optional participation in a weekly programme of specialist activities including sport, art, cooking and drama.

Appointments to visit the Club prior to making an application should be arranged with the School Administrator or After School Co-ordinator on 020 8898 7310

**Terms and Conditions Apply**

**APPLICATION FOR AFTER SCHOOL CARE AT JACK & JILL SCHOOL**

Name of Child ..... Date of Birth.....  
Address.....  
Daytime Telephone Number .....  
Email address .....  
School (*Please circle*): Archdeacon / St James's / The Mall / Trafalgar  
Days required (*Please circle*): Monday / Tuesday / Wednesday / Thursday / Friday  
Starting From .....

I wish to add my son/daughter to the Waiting List for After School Care at Jack and Jill School as indicated above and enclose a cheque for £30 made payable to Jack and Jill School for his/her registration.

I understand that I will be contacted by telephone once a place becomes available and agree to confirm my intentions within 2 working days. I understand that should I fail to do so, the place will be offered to the next child on the Waiting List.

I understand that once I have accepted a place I will become liable for the first half terms fees, even if I subsequently make alternative arrangements for my child or change my requirements.

I understand that the school offers places from the Waiting List in order of application, giving priority to siblings of those children already attending and providing that neither the maximum number of children collected per play worker nor the maximum number of children registered for each day is exceeded. Should my child fail to be offered all the days required as listed above, I understand that I will be offered the available days which I can accept or decline as necessary. Should I choose to decline any available days I understand that these will then be offered to the next child on the Waiting List and my application will remain in the same position on the Waiting List.

I understand that fees are invoiced termly in advance and should be paid in advance by the first date of collection for either the whole term or by two cheques for each half term as detailed on the invoice. Should payment not be received one week after the first collection in any term, I understand that my child will no longer be collected and I will be advised accordingly. I accept that any costs incurred in the collection of outstanding fees will be my/our responsibility and will be added to the capital debt.

I agree to abide by the Terms and Conditions of the Jack and Jill School, as outlined above and detailed in the separate form, which I have already received.

Signed .....Date .....

Print Name: .....

Upon receipt this form is copied to the applicant. The date of application is the date that this form is received by the school, as indicated below.

**Office Use Only:** Date of Application .....

## TERMS And CONDITIONS

### **Payment of Fees**

All fees must be paid at the beginning of the term (post-dated cheques are accepted for the second half of term). **We regret that should your payment not be received within one week of your child's first scheduled date of attendance, we will be obliged to cancel his/her attendance and your child will not be collected from his/her school.** You can pay either by bank transfer or by cheque. All cheques should be made payable to "Jack & Jill School" and sent with this form to Jack & Jill School, 20 First Cross Road, Twickenham TW2 5QA. Alternatively a bank transfer can be made to Barclays Bank, Sort Code: 20 29 90, Account Number: 70742295 (the application form must still be returned). One half term's notice of the withdrawal of a child is required, in writing either by email [office@jackandjillschool.org.uk](mailto:office@jackandjillschool.org.uk) or to Jack and Jill School, 20 First Cross Road, Twickenham, Middlesex, TW2 5QA, *otherwise fees are payable in lieu* and we regret that refunds will not be made for absence. Any costs incurred in the collection of fees will be added to the capital debt.

### **Collection**

Children will only be released to named adults unless prior notification has been given in writing. In the event that you are unavoidably detained and unable to collect your child(ren) on time, please advise our staff by telephone (020 8898 7310) as soon as you can. A late collection penalty charge of £5 will be applied for collection between 6.00pm and 6.15pm and thereafter £5 for every 15 minutes you are late. All penalty fees must be paid directly to that member of staff when you collect your child(ren). In accordance with current legislation, should there be no contact from parents after 2 hours, Social Services will be contacted.

### **Changes to Collection Time**

Should your child(ren)'s school collection time be altered for any reason, please advise Mrs Page, the After School Club secretary, as soon as possible. This also applies to any change in your school term dates (including INSET DAYS). We receive one copy of each school's dates at the beginning of the year but it is the responsibility of parents to keep us advised of any changes during that year. No charge is made for INSET days falling on a day your child normally attends and a refund for one scheduled at a later date will be given if Mrs Page is notified at least one week in advance.

### **Cancellation due to Sickness/Other Commitments**

Should your child(ren) be unable to attend the After School Club on a particular day, **Mrs Page must be informed** so that collection arrangements are accurate.

### **Amendments to Requirements**

Should you need to change the number of days your child normally attends, please give as much warning as possible and at least a week's advance notice.

### **Children's Personal Records**

No child will be accepted until all the necessary personal records, sent upon acceptance of a place have been received by the School. The School Secretary must be advised in writing immediately if there are any changes in the child's personal details.

### **Illness**

Children with any form of contagious illness will not be admitted. Should a child be taken ill during a session, the parent or guardian will be informed immediately and will be expected to collect him/her. In the event of an accident requiring urgent medical attention, the child will be accompanied to hospital by a member of staff and the parent/guardian informed immediately. Medication will only be administered in accordance with the school's policy on the administration of medication which is available on request.

### **Complaints Procedure**

Any problems should be discussed in the first instance with the After School Co-ordinator who will make every effort to address the grievance. Should the problem remain unresolved it should be raised with the School Principal either in writing or by requesting an appointment within 7 days. The matter will be investigated and the outcome advised to you in writing within 2 weeks of receipt. If the outcome is still unsatisfactory the school's complaints procedure should be followed. This is available on request and the Complaints and Enforcement Department at OFSTED can also be contacted at the National Business Unit, Royal Exchange Buildings, St Ann's Square, Manchester, M2 7LA, Telephone 08456 404040.

## **After School Club Admissions Policy**

### **Introduction**

Jack and Jill After School Club is an inclusive club that welcomes children from all backgrounds.

Places are allocated to children from the waiting list according to date of application. The only restriction placed on entry is that of number. If the number of children applying for entry exceeds the places available, the procedure set out below is operated to ensure that those available are offered out on a fair and consistent basis.

In order to provide a service that aims to assist parents and reduce the need to organise collections from a various locations, priority is given to siblings of children already attending the club as well as those attending the Jack and Jill School. Any application from parents of children in these two categories will be placed above those already on the waiting list.

### **How parents can apply for their child to be admitted to the club**

Parents who wish their child/ren to attend Jack & Jill School After School Club can download an application form from the website. The website also gives further up to date information about the Club as well as contact details to request further specific details.

It is strongly recommended that parents should make an appointment to visit the Club in operation prior to registering. However if this is not possible applications will be accepted in advance of the visit or without this being arranged. The application form should be signed by the person/s with parental responsibility for the child for whom the application is being made. The appropriately signed form should be sent with the non refundable registration fee to the School Administrator.

Upon receipt of the application form and fee, a confirmation email will be sent to the applicant. This will show the date of application, which is used to decide the order in which spaces are offered when they become available.

The application form details the procedure for offering spaces and specifies the timescales allocated for acceptance before the place is offered to the next child on the waiting list.

If we are unable to make a definite offer of a place to any child on the waiting list, it is because to do so will exceed the numbers for which the school is normally registered.

Should we be unable to make an offer of a place immediately, the child's name will remain on the waiting list and his/her parents contacted as soon as one becomes available. The waiting list is maintained in strict date of application order.

This policy is continuously monitored and reviewed by no later than two years from the date shown below. It is the responsibility of the Principal to ensure that the procedures listed within it are applied accurately and fairly. Should any parent, prospective or current, feel that the contents of this policy have failed to be applied, they should write with details of their complaint to the Principal. She will consider the issues listed and reply to the complaint with a week with measures to rectify the situation, if appropriate. Should this fail to sort the matter, the procedures listed in the School's complaints should be followed.