

1. **REGISTRATION:** Only children for whom Registration Forms have been completed may attend the Club. If places are available, children will be allocated sessions on their booked days for the duration of their registration. Registrations for places on days for which sessions are unavailable will be placed on a waiting list in accordance with the club admissions procedure.
2. **PAYMENT OF FEES:** Registered parents with allocated places will be invoiced half-termly in advance. A deposit is required for registrations. The deposit will be deducted from the last invoice when a place at the club is no longer required. The deposit is not refundable if an allocated place at the club is subsequently not taken up, or a child is withdrawn from the club without due notice (see clause 8 below).
3. **COLLECTING YOUR CHILD:** Children need to be collected from the Club by 6.00pm. If you collect your child after this time, you will be charged a penalty of £4.00 for every 15 minutes due to the Club incurring extra staff and care-taking costs. If a child remains uncollected after 2 hours, police and social services may be informed. Frequent late collections will result in your child's place being withdrawn.

Please give us written details of who will be collecting your child other than yourself, as we will not allow your child to leave the Club with someone who is unknown to us. Any regular collection arrangements you may have should be recorded on your child's Registration Form.

4. **ABSENCES:** It is very important that you inform the Club Co-ordinator if your child is going to be absent from the Club for any reason, such as INSET days, sickness or holidays. The Club Co-ordinator can be contacted on the mobile telephone number **07709 504013**.
5. **BEHAVIOUR:** If any child's behaviour is still unsettled after a period of time, and all attempts made to accommodate them have failed, we may have to advise the parents to remove them from the Club. Our concern is for the happiness and well being of the child. He/she may be re-admitted at a later date.

If any child disrupts the Club e.g. Bullying, being rude, racist, or badly behaved, and does not respond to reasonable attempts at correction, we reserve the right to withdraw their space. *A copy of our Behaviour Procedure will be given to you on joining.*

6. **COMPLAINTS:** If you have any complaints regarding NHASC please speak to the ASC Co-ordinator, or contact the Chairperson of the Management Committee Tel. (01403) 273424. If the issue is not resolved please contact: OFSTED Early Years, North Regional Centre, Royal Exchange Buildings, St Ann's Square, Manchester M2 7LA, Tel. 08456 404040. *A copy of our Complaints Procedure will be given to you on joining.*
7. **CHILD PROTECTION:** NHASC has an obligation under the Children's Act to report any child care concerns to Social Services, Horsham Area Help Desk on Tel. (01403) 213100. If you require any guidance on our responsibilities Tel. The Development Team Information Line on (01403) 320330. *A copy of a letter explaining Child Protection Procedures will be given to you on joining.*
8. **NOTICE:** If you wish to terminate your child's place at the After School Club, 6 weeks notice in writing is required.

If you require further information regarding the Rules and Regulations, please ask the ASC Co-ordinator on the Club Mobile 07709 504013.