

**TRINITY AFTER SCHOOL CLUB
TERMS & CONDITIONS (Form 3)**

1. Hours of operation are 2.55 to 5.45pm Monday to Thursday; 12.25 to 5.30pm on Friday.
2. Parents will be expected to collect their child by 5.30pm.
3. Children can only be collected by a parent or guardian or other named person.
4. An annual membership subscription fee of £15 is payable / per family.
5. Fees will be payable monthly in advance. These will be reviewed annually before the start of a new school year.

a) Fees will be deemed overdue after 6 weeks, after which date we will be entitled to charge administration fees and accrued interest (from the date the invoice was issued)

b) Administration fees will include, for example, legal fees, extra book keeping, accountancy and sending out of overdue reminder letters. Administration fees will be charged at cost plus 15%, overdue reminder letters are £25/letter.

c) Interest will be charged at the Royal Bank of Scotland unauthorised overdraft rate.

d) We reserve the right to terminate a place, without notice, if the fees overdue is greater than your average monthly invoiced amount.

e) We reserve the right to change the terms of payment (eg monthly to weekly) if fees continue to be paid late or are in arrears.

f) The minimum period of booking the Crocodile Club (for those that do not make use of the ASC) is 1 Academic term. Payment will be in advance, and the user will be required to be a member.

6. No reduction in fee can be made for days a child is absent.
7. No reduction in fees will be made due to short-term closure of the premises used by the TASC. This closure might be the result of severe weather, school closure, industrial action and other factors outside the control of the TASC.
8. The Management Committee reserve the right to alter the fees as required. Parents will be advised accordingly and will be given 1 month's notice.
9. The Club will have the use of the Dining Hall, Gym when available and playground..
10. School equipment cannot be used. All resources will be provided by the Club.
11. A light snack will be provided during the afternoon. Children attending on Friday should bring a packed lunch.
12. Insurance to cover Public Liability, Personal Accident and Travel will be arranged by the Lothian Association of Youth Clubs.
13. Suitably experienced staff will be employed.
14. Staff will not be able to care for sick children.
15. Parents will be encouraged to liaise closely with staff, attend AGMs and serve on the Management Committee.
16. Parents **must** inform the Manager if a child will be absent.
17. If there are more applicants than places, priority will be given to parents returning to or in full or part-time work or education.
18. **One month's notice will be required by either side to terminate a place in the Club or to delay the start date.**

Signature of Parent/Guardian

Date: