



CPS Dragonflies Around School Provision (ASP) Terms and Conditions

ASP is available to children attending Carterton Primary School in Reception – Year 6, term time only.

Morning Sessions are:

from 7:30am @ £5.00 per child per day

from 8:00am @ £3.00 per child per day

After School Sessions are:

until 4:15pm @ £5.00 per child per day

until 5:15pm @ £10.00 per child per day

A password will be provided for another trusted adult to collect. If your child is collected late from the short afternoon session, you will be charged for the long session. Children collected after 5:15pm will incur a late collection charge of £10.00 per child per half hour to cover the cost of staff to stay late to supervise the child(ren). If contact is not made with the parent/carer within 15 minutes of ASP closing, ie 5:30pm, Children's Social Care will be contacted.

If late collection becomes an issue, the following action will be taken:

- More than twice in a term will trigger a clear warning letter.
- Further/Persistent late collection will result in the place at ASP being revoked.

In some circumstances there may be a need to communicate the decision in writing where organising a meeting is not feasible in the timeframe needed.

Bookings must be made using Parent Pay and Parents can book and cancel ASP up until midnight before the session. It is the parent's responsibility to make any changes, so in the event of a child's absence, no refund will be given.

Payments via childcare vouchers will be accepted. Please pay for sessions booked and do not make deposits to be held in the school bank account. Payment must be made at the time of booking, and we anticipate being able to meet all requests.

If late payment becomes an issue, the following action will be taken:

- More than twice in a term will trigger a clear warning letter.
- Further/Persistent late payment will result in the place at ASP being revoked.

In some circumstances there may be a need to communicate the decision in writing where organising a meeting is not feasible in the timeframe needed.

Breakfast is provided for the early morning session only. A fruit or vegetable snack is provided for after school sessions. Drinking water is always freely available. Parents may provide their own healthy snack and/or drink.

ASP is a part of Carterton Primary School and all school policies and procedures apply. The school reserves the right to revoke a place at ASP where persistent behaviour issues impact on the well-being of other pupils attending ASP.

Failure to meet these terms and conditions will result in ASP being revoked.

All ASP communication, queries and enquiries should be directed to asp@carterton.school