

Terms and Conditions of the Aftercare and Supervised study at St. Kilian's Deutsche Schule

Guiding Principles

- The system is cashless and ticketless and the flexible booking option continues subject to certain conditions – see below
- Where a child attends aftercare for whatever time, goes to an afternoon activity and then returns to aftercare, they will be charged a full afternoon's aftercare fee
- The booking to 4pm means collection should be any time **up to 4pm**. Similarly booking to 6pm means anytime **up to 6pm** and, except in the event of an extreme one-off emergency, late charges will apply. €25 for the first time and €35 on the second occasion where children are picked up any time after 6pm. This late fee will have to be paid prior to utilising the aftercare facilities again. Persistent latecomers will not be permitted to use the facilities and there will be no refund of fees paid.
- Parents must inform the supervisor of the aftercare by email/telephone if a child is ill, absent or being picked up early.

Number 085 801 95 84 E-Mail: aftercare@kilians.com

- The school takes no liability and responsibility for supervision of children of the aftercare group after 6.00pm. After 6.00pm this remains the sole responsibility of the parent/legal guardian. The parents undertake to inform the Aftercare Team personally, should persons other than them as parent(s)/legal guardian(s) or persons previously nominated by them collect their children from the aftercare. This is vital for security reasons.
- This form has to be filled in and signed by a parent or legal guardian who wishes to avail of the St. Kilian's Aftercare service (incl. for flexible bookings) at the beginning of the school year/respective term. We reserve the right to refuse admittance should the form not be returned signed.

Annual bookings – full year

Where parents wish to book their child into the aftercare programme for the full school year they must complete a booking form prior to 15th August of the respective school year so that the school can plan staffing/accommodation facilities for the numbers booked. Bookings should be sent by email to admin@kilians.com Parents can avail of the 33% discount where the booking is completed and received prior to 15th August of the respective year. Payment for the related fees can be made via direct debit (once the parent is already signed up to the

scheme) or in full by electronic bank transfer/Easy Payment system.

There will be some flexibility allowed in the booking for the month of September but after 30th September no changes are allowed and no refunds will be given even if the aftercare facilities are not used.

Term bookings

Where parents wish to avail of the by-term option they should complete a booking form and drop it into the office one month in advance of the commencement of the relevant term to receive the 25% discount. E-mail reminders will be sent to parents in advance of the booking deadline. Payment for bookings by term should be paid by bank transfer or using the school's on-line payment system EPP accessible via www.kilians.com. The direct debit option is only available for annual bookings.

Flexible bookings

Ad hoc bookings are available under the following conditions:

- Payment must be made in advance (by 12 noon on the relevant day) using the school's online payment system EPP accessible via www.kilians.com. Costs are on the EPP website.
- Notification of this payment must be sent directly to the aftercare staff – aftercare@kilians.com - at the same time so that they are aware that the child is due in aftercare. The notification is to include name, times and date of booking.
- Where payment is not made in advance a flat daily rate of €35 will apply regardless of the amount of time spent in the aftercare
- Parents may pay for ½ hour aftercare (1.30 to 2pm only), 1 hour aftercare or the afternoon, but no combination of these is permitted
 - The 1 hour charge is not for use after 4pm in any combination.
 - Aftercare queries should be directed to the aftercare staff directly – aftercare@kilians.com.

The use of the aftercare facilities implies acceptance of these conditions by parents and your continued co-operation is appreciated.

Signature legal guardian: _____

Date: _____