



**TATTENHALL AROUND SCHOOL CARE  
T.A.S.C**

**TERMS AND CONDITIONS FOR PARENTS AND CARERS OF CHILDREN ATTENDING  
BEFORE AND AFTER SCHOOL CARE**

**ADMISSIONS**

TASC offers around school care for children of Tattenhall Park Primary School and Squirrels Nursery between the ages of 3 and 11.

Priority will be given to termly bookings on a first come, first served basis.  
Ad-hoc bookings are taken subject to space.

**STAFFING**

TASC is staffed by a qualified manager and assisted by play workers. TASC staff will be responsible for those children attending before and after school sessions.

**DROP OFF & COLLECTION**

You will be requested to sign in and sign out your child for each session.

Nursery and KS1 children will be escorted to their classrooms in the mornings and collected at the end of the school day by TASC staff. KS2 children are responsible for getting themselves to and from TASC.

If you wish any other adult to collect your child you are requested to complete this information on the sessions booking form. TASC staff will not be able to release your child without this information.

**REGISTRATION**

You will be required to complete a sessions booking form via ipal as your contract with TASC. TASC will use registration, medical and photograph permission details that school/ipal holds for your child for administration purposes and guidance.

**SESSIONS**

Opening times for TASC are 07.45 – 08.45 (before school) and 15.15 to 18.00 (after school) - Monday to Friday. TASC runs in line with school holiday dates.

Session		Per session
7.45am - 8.45am	Includes breakfast	£5.00
8.30am	Drop off	£2.50
3.15pm - 6.00pm	Includes snack	£10.00

## **PAYMENT**

Payment should be made when booking via ipal unless paying by childcare voucher, which should be paid within 7 days of a booking being made. If payment is not received by this date, unfortunately, the protocol for non-payment will be followed (see below).

Absences and sickness will be charged for unless cancellation is made with 48hrs notice via ipal. Then these sessions will be credited to your ipal account.

If payment is made by a childcare voucher scheme, please check that school has registered with the voucher scheme you want to use.

## **LATENESS**

TASC also has a late pick up fee. Occasionally children are picked up late. We understand that people do get unexpectedly delayed but **TASC does reserve the right to charge a late pick up payment**. We understand there are occasions that are unavoidable. Within each term we allow two late pick-ups. However, for any other late pick-ups we operate a charging policy.

The charge is £5 per each 15 minutes.

If you know you might be late, please let the TASC Manager know as this will limit your child's anxieties and allow staff to make provision.

*If you would like any more information, a visit to TASC or have any questions then please email to the TASC Manager at: [tasc@tattenhallpark.cheshire.sch.uk](mailto:tasc@tattenhallpark.cheshire.sch.uk)*

## **PROTOCOL FOR NON PAYMENT OF FEES**

Step 1 - Payment by childcare voucher should be made within 7 days of bookings

Step 2- A Reminder message from ipal will be sent informing parents that a voucher payment is overdue, which will be sent after 14 days of non-payment. This may result in your child/ren not being able to attend TASC, until payment has been received in school.

Step 3 – A further reminder will be sent from ipal after one month and non-payments will be referred to School Finance Governors who will decide whether to allow continued TASC attendance for your child/ren.

Step 4 – Unpaid fees will be referred to Cheshire West and Chester Council.

## **AD-HOC BOOKINGS**

For Ad-hoc bookings, 48 hours-notice is required.

## **CANCELLATION**

48 hours-notice is required for cancellation of a booking or a full charge will apply. Where cancellations are made, these sessions will be credited to your ipal account to use again.

## **POLICIES**

TASC will follow all relevant school related policies.

For any enquiries or concerns please contact the TASC Manager in the first instance via email. If any issue is still then unresolved please contact Mrs Yvonne Morgan, School Business Manager on the main school tel. no. 01244 667500.