

AFTER-SCHOOL PROGRAMME TERMS AND CONDITIONS

Places in after-school care and school-run activities can be reserved on-line via [Eduka](#) . Access to both after-school care and activities run by the school will be withdrawn from those with unpaid invoices.

After-School Care

Charges

Booked for the entire term in advance	€5 per hour
A la carte booked at least 3 days in advance	€10 per hour
A la carte booked less than 3 days in advance	€15 per hour

A la carte booked less than 3 days in advance will need to be validated by the after-school manager to allow us to manage better the service's capacity.

Please see below for charges for children left in after-school care without pre-booking.

Totals due are calculated by multiplying the number of units reserved by the rate per hour. Only complete units can be reserved.

Please note that when you reserve a place for your child in after-school care the school enters into financial commitments to put the resources in place to provide this service to you for the full period reserved.

- **After-school care that has been booked for the term at one time may be moved to another time during the week, and/or from one child in the family to another.**
- **After-school care booked and paid for in advance cannot be postponed or suspended.**
- **Should your child not attend after-school care or leave the school during the academic year, you will not be reimbursed for the unused periods.**

Late collection

Charges for children who are not collected on time, either at the end of class or the end of an after-school care reservation/extra-curricular activity, are as follows:

Before 18.00	€20 per hour. Partially used hours will be billed in full
Between 18.01 and 18:30	an additional €25
Between 18.31 and 19.00	an additional €50
Between 19.01 and 19:30	an additional €100

After-School Activities Run by the School

Please note that in enrolling your child in an activity run by the school, you agree to your contact details being passed to the instructor of the activity to facilitate communication.

School run activities last one hour, and you will not be charged for after-school care during the time your child is attending an activity.

Places in activities are allocated on a first come, first served basis.

Any group that does not have the minimum quota of enrolment will be cancelled.

After-School Activities Run by Outside Agents

A list of after-school activities run by outside agents which includes contact details is available on [Eduka](#).

All enrolments for after-school activities run by outside agents must be made directly with the instructor. The school does not accept payments for activities on behalf of instructors. All payments must be made directly to the instructor.

You will not be charged for after-school care during the time your child is attending an activity.

Any changes or refunds have to be negotiated with the instructor. If changes entail a reduction in the number of units of after-school care required this will not be reimbursed.

The school will not accept any responsibility for re-scheduling classes or making up for missed classes. A la carte after-school care will be available at the usual rates for children whose externally-run activity has been cancelled. The question of reimbursement for missed classes and any resulting after-school care costs is between parents and the activity provider.

It is the responsibility of each instructor to inform parents of any equipment or other requirements for the activity in question, and of any events, changes or cancellations. The school is precluded from disseminating information on behalf of external agents.

*The Code of Behaviour of the LFI applies on the school premises during class time, recreational periods in the playground, after-school care and after-school activities. The aim of the activities is to encourage children to enjoy themselves in a positive and creative environment with the emphasis on respect for others, tolerance and friendship. Unacceptable behaviour has a detrimental effect on the class and will therefore, **after one warning within the year**, result in the child's being excluded from the activity **with no refund**.*