

Kincraig Primary School and Nursery



Breakfast and After School Club Terms and Conditions

Introduction:

Our before and after school clubs allow you to plan your work routines knowing that your child/children from Kincaig Primary School will be cared for in a safe, relaxed and happy environment. We aim to provide the facilities and the activities that we hope our child/children will find enjoyable.

This booklet explains how the clubs operate. Please read it in conjunction with our club contract which highlights our 'Terms and Conditions'.

General Information

What are the Club hours?

Breakfast Club - 7:45 – 8:55am / term time only

After School Club – 3.15 – 5.30pm / term time only

(PLEASE NOTE: the After School Club is not available on the last day of each full term).

What will my child do at the clubs?

The children will enjoy socialising with their friends. Activities on offer will be planned each week following the children's interests and any suggestions given. Examples of activities could be arts and craft, board games, a physical activity, music and dance, chill out and relax with a favourite book or maybe construct a masterpiece with a construction activity.

What if my child gets hungry?

At Before School club we always give your child a drink and a breakfast such as toast or cereal. At After School club we always give your child a drink and a snack such as toast, crumpets, toasted teacake, muffins, pancakes etc. Please note this is a snack and not a tea.

Behaviour

We expect our children to behave in an orderly manner, listen to the instructions of the staff and respect each other. Parents / carers will be notified of any unacceptable behaviour.

Remember we want our children to have fun – safely.

In return we the club team strive to provide positive role models for our children and will treat our children and adults with courtesy.

Any behaviour which is likely to compromise the safety and enjoyment of others will be addressed in accordance with our school behaviour policy – this can be found on our school website.

Medicines

It is our policy not to administer prescribed medicines to our children.

Asthma sufferers however, should carry their inhalers with them.

If a child becomes ill whilst attending a session we will inform the named contact and care for the child until collected.

Equal opportunities

We are fully committed to equality of opportunity regardless of gender, ethnic origin, social background or ability, whilst being aware that our children are all individual. All policies are in conjunction with the school policies.

What if I have a cause for concern?

In the first instance speak to the designated Play Worker, if this does not resolve the cause for concern it will be passed on to Kim Gill or Lucy Cross (Deputy Head Teacher). Where there is no resolve the concern will be passed to Mrs K Appleby (Head Teacher).

Safeguarding

We have the same duty as is placed in the school, to report any evidence that a child in our care is being abused, as a parent / carer you should be aware that it is our statutory duty to contact the Duty and Assessment Team should we find unexplained physical injury, abrupt changes in behaviour or an unexplained failure to thrive.

The protection and welfare of our children is important to the Club and all members of staff adhere to Kincaig Primary School Child Protection policy. The full policy can be found on the school website.

Health and Safety

We place great emphasis on Health & Safety of our children for example we hold regular fire practise and follow the relevant regulations including risk assessments.

When do I pay?

All fees must be paid at the beginning of each week; for the week commencing. In the case of a debt accruing at £50 or over the service will be stopped with immediate effect until payment has been made.

How much do I pay?

Breakfast Club - **£4.00** per child per day

After School Club - **£6.00** per child per day

A charge will still accrue even if your child does not attend on the booked session. If fees are not paid and an account falls into arrears the child's place will be forfeited and the debt will still have to be paid.

Late Fees/Additional Charges

Extended Services close at 5.30pm. When a parent is late additional childcare is needed to be provided. In order to provide this a late fee of £5 per 15 minutes will be charged to parents. For example, If you picked your child up at 5.55pm an additional charge of £10 will be made to your account. This will pay for any additional operational costs that caring for a child outside their normal nursery hours may incur.

Remember you may be able to get help with childcare costs. You may be able to claim up to 70% of your childcare costs

Contacts to check eligibility are:

Working Tax Credits: - 0845 300 3900 or you could contact online at www.hmrc.gov.uk/taxcredits

Uncollected Children

Our Club has the highest regard for the safety of the children in our care – from the moment they arrive to the moment that they leave. At the end of every session, the Club will ensure that all children are collected by a parent, carer or designated adult.

If a parent, carer or designated adult is more than 15 minutes late and no reason for this has been given or we are unable to make contact the Play Worker will inform a member of the Senior Leadership Team who will act on the advice of Social Care.

Terms and Conditions

- You book your child into the club in advance with at least 1 weeks' notice and for set sessions. Adhoc sessions are not available.
- You give notification if your child is unable to attend the club.
- You pay for all booked sessions including those where the child does not attend.
- You regularly update us of any changes and personal details.
- You keep us informed of any changes that may affect your child's well-being.
- You give a minimum of 2 weeks' notice, in writing, to change or terminate your contract with us

Kincraig Breakfast and After School Clubs reserve the right to exclude any child should any of the above terms and conditions not be met.

I have read and understood the information on Kincraig Primary School's

Breakfast and After School' Clubs and agree to the terms and conditions

Signed..... (Parent / carer) Date.....