



# St Michael's Out of School Club Before and After School or Nursery Care



## Terms and Conditions

The Out of School Club provides before and after school or nursery clubs for children aged 3 to 9 years old in **two separate settings** appropriate to age and development. The settings provide a safe, secure and happy environment, supervised by professional, experienced staff. Middle school children up to the age of 12 years are accepted by arrangement with the manager.

The varied play based programme includes arts and crafts, outside games, team games, electronic based activities, toys, indoor games and activities. Where possible a quiet area is set aside where children can spend time on homework, reading or resting.

Our club aims to be accessible to children and families by all sections of our local community. Admission to the club is organised by the Manager and we use a waiting list system when the need arises. Should a number of forms be received on the same day for a limited number of places, we will follow the oversubscription criteria used by St Michael's CE (A) First School.

The following are the terms and conditions for your child/children attending the St Michael's Out of School Club.

All children who attend the club will be required to complete a Registration Form prior to admission to the club. The information will be treated as confidential and will be stored appropriately.

### Opening Hours

The before school/nursery club will operate from 7:30am – 8.50am (school) 9am (nursery)

The after school club will operate from 3:15pm (school) 3:30pm (nursery) – 6:00pm

### Payment of Fees

The current fees are:

Before School Club	7:30am – 8:50/9am inc a cereal or toast breakfast *	£4.00	*Children must arrive before 8:15am to receive breakfast
After School Club	3:15/3.30pm – 4:30pm to include snack	£4.00	
After School Club	3:15/3.30pm – 5pm to include snack	£6.00	
After School Club	3:15/3:30pm – 6pm to include a snack	£8.00	
After School Club	4:30pm – 5:30pm £4 per hour 5.30pm – 6pm £2 per 30 mins		This is for children who attend a St Michael's school sports/drama club

The prices are per child per session and apply to all children. There is no reduction for leaving before the end of the session. The fee payable is for all booked sessions. Fees are only waived in exceptional circumstances and will be reviewed on an individual basis.

Fees are required to be paid monthly, in advance by the 1st day of the month, unless this date is during school holidays, when payment will be due on the first day school re-opens. If fees are not paid within 14 days, a late payment charge of

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£25 will be payable and could result in your child's place being terminated. If you are having difficulty paying fees, please speak to the manager in confidence.

Sessions must be booked 1 month in advance using the booking form.

For exceptional circumstances additional spaces to those previously booked may be available if staffing ratios are adequate.

Any booked session is only for the child named on the booking form and is not transferable.

### Method of Payment

Payments must be made in advance. Fees can be paid by childcare vouchers or online.

Payments must be made monthly in advance. **Fees are paid for the place, not attendance.**

### You may need the following details to use childcare vouchers:

Account Name: Staffs County Council – County Fund

Account sort code: 30 93 83

Account number: 44093360

**To ensure your payment goes to the correct school, it is critical that you ensure the childcare voucher company quote your surname and the BACS reference for St Michael's, which is 344796**

The club reserves the right to increase fees at any time upon giving a terms written notice of the proposed increase to parent/guardian. If no representations are received in writing from the parent/guardian to the increased fees then the parent/guardian will be deemed to have accepted the same and the payment shall be due as per the invoice.

If parents/carers are late collecting their children they will be asked to pay the staff costs at overtime rate. A late payment fee of £7.50 per 15 minutes will be charged in addition to the half hourly rate.

If your child remains uncollected after the club closes at 6:00 a charge of £1 per minute will be made. In addition, if you have not warned us that you will be delayed, and we have been unable to reach you or any of your emergency contacts, we will follow our Late Collection of Children Policy and contact the Social Care team. If your child is collected after 6:00 on more than 2 occasions then the child will automatically lose their place at the club.

### Cancellation/Termination

All cancellations or terminations must be made in writing to the club manager. This notification must be made half a term in advance and this notice period is payable.

### Induction

You and your child are welcome to visit the Club before your child's first day, to familiarise yourselves with the setting and help to settle your child in.

During the child's first session, time will be set aside for an induction. The induction will include running through the Club's rules and routines and introducing your child to the staff and other children. Another child will usually be allocated to act as your child's buddy for the first few sessions.

Whilst every reasonable care will be taken we cannot be held responsible for any loss or damage to a child's property. All children's belongings must be clearly labelled with the child's name. Any belongings that are brought in are at their own risk and used according to the club's rules.

### Sickness, Accidents, First Aid and Emergency

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If a child becomes ill during a Club session, every attempt will be made to contact one of the people listed on the Registration Form to arrange collection of the sick child. The child will be cared for until collected. In case of a minor accident, basic first aid will be administered. Should a child bump their head a yellow 'bump' note will be given to either the child or parent. In the case of an accident requiring more than basic first aid, every attempt will be made to contact the parent/legal carer to advise or discuss with him/her the course of action to be taken.

PLEASE NOTE: IF THE PARENT/CARER CANNOT BE CONTACTED IN TIME, THE CLUB LEADER WILL TAKE ACTION TO GAIN APPROPRIATE MEDICAL TREATMENT FOR THE CHILD. IN ORDER FOR US TO BE AUTHORISED TO DO THIS PLEASE ENSURE THAT YOU HAVE FULLY COMPLETED YOUR REGISTRATION FORM.

The club cannot accept any child to attend a session, unless the parent/carer or person with parental responsibility fully completes and signs the Registration Form and pays the half-term fee. This is our confirmation that our Terms and Conditions have been accepted. The club accepts no liability for children's property whilst attending the Club sessions. Accidents, emergencies and other incidents judged to be significant are entered on the Accident/Incident Form.

### **Health and Safety**

To ensure the safety of all children who attend the Club each child will have to be collected by the named person or a person using an agreed password. The person and password will be identified on the registration form. Please note that we will not hand over any child without confirmation of the password and child recognition of the adult.

It is important that we are fully informed and aware of any changes in your child's health. Should your child become unwell or incur an injury in our care we will contact the parent/carer.

In order to meet and maintain food hygiene legislation there will be a qualified member of staff to oversee the handling of food. Nuts, lollies, hard boiled sweets and chewing/bubble gum are not allowed in the Out of School or Holiday Clubs.

### **School Closure**

When there is a planned school closure during term time for INSET training organised by the school, fees will not be payable on this day.

When there is an unexpected school closure due to inclement weather, flooding or industrial action. fees will not be payable for this day, any fees already paid will be returned or credited back to the parent.

### **Behaviour Management**

Everyone is encouraged to treat each other with care and respect and behave in a manner that is acceptable. The school behaviour system will be followed at the club. It is our policy that all staff and children are treated with respect and that behaviour is managed within a positive framework.

- Poor behaviour will be challenged by staff
- If there is no improvement in the behaviour, parents will be invited to discuss the matter further and agree and sign a written action plan
- If the child's behaviour doesn't improve they will be excluded from the club.
- When children and/or their parent display behaviour likely to cause offence the Club reserves the right to refuse or withdraw the place within the club immediately.

### **Complaints Procedure**

If you need to make a complaint please follow schools complaints procedure. A copy of this is available on the school website or available from the school office.

A full copy of all the Policies and Procedures are available for parents to read.

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