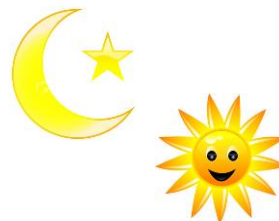




# St Michael's Out of School Club Before and After School



## 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 a setting 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, if a sibling of a St Michael's child, are accepted by arrangement with the school office.

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 School Office.

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

### Opening Hours

The Out of School (OSC) club will operate from 7:30am – 8.50am (school) 9am (nursery) and 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 *	£4.50	*Children must arrive before 8:15am to receive breakfast
After School Club	3:15/3.30pm – 5pm to include snack	£6.50	
After School Club	3:15/3:30pm – 6pm to include a snack	£8.00	

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

Please book sessions a week prior to requirement. In exceptional circumstances bookings can be taken with less notice.

### Method of Payment

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

**Fees are paid for the place, not attendance.**

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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 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.

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 school office. 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 they start if you would find this helpful.

During the child's first session, time will be set aside for an induction which will include expectations and routines.

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**

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 be injured a medical 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.

### **Health and Safety**

To ensure the safety of all children who attend the Club each child will have to be collected those people named on the pupil contact sheet. If alternative collection arrangements have been made, the school should be notified during normal school hours. Where no notification is received and an alternative adult attends to collect, the staff will not release the pupil until they have verified this arrangement with the parent via telephone.

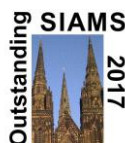
It is important that we are fully informed and aware of any changes in your child's health. Should your child become unwell or incur an injury in our care we will contact the parent/carers.

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 Care.

### **School Closure**

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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

The school's Christian vision and associated values are strongly promoted at club and expectations for behaviour align with this. 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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I have read and agree to the Terms & Conditions for St Michaels Out of School Care

Signed \_\_\_\_\_ Print Name \_\_\_\_\_ (person with parental responsibility)

Date \_\_\_\_\_

Child's Name \_\_\_\_\_

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