

# Little Stoke Primary School Breakfast and Afterschool Club Terms and Conditions



## Definitions

- Clubs: Little Stoke Primary Breakfast and Afterschool Club.
- Parents: The parents, carers and guardians of children registered with the Clubs.
- Schools: Little Stoke Primary School.
- Families: Families, including half or stepfamilies, who all live in the same household.
- Extended Families: Half or step families not living in the same household.

## Opening Hours

The Clubs will provide care and supervision of the children during the following hours:

- Breakfast Club
  - 8.00am until the beginning of school, every weekday term time only (excluding INSET days)
  - Children will not be accepted in Breakfast Club before 8.00am, as staff will be preparing the club and there will be no supervision.
- Afterschool Club
  - 3.30pm until 6.00pm every Monday – Thursday inclusive, term time only (excluding INSET days).
- In the event of a closure, e.g. due to bad weather, parents will be informed as soon as possible.

## Staffing

- The Clubs will be run by staff employed by Little Stoke Primary School
- Staff will have been recruited in line with the School's recruitment procedures.
- The following staff to child ratios will be used:
  - Breakfast Club – 1:10
  - Afterschool Club – 1:8
- The Clubs reserve the right to change maximum numbers of children allowed to attend the Clubs dependent on available and legal staff to child ratios.
- The Clubs reserve the right to close the Clubs with no notice in extreme circumstances, e.g. an unusually high level of staff absence, dependent on available and legal staff to child ratios.

## Registration

- Only children attending Little Stoke Primary can register with the Clubs.
- The Clubs reserve the right to refuse registration.
- The Clubs cannot accommodate multiple registrations for the same child, e.g. where parent live apart, to avoid issues over bookings and payments.
- All children must be registered with the Clubs before bookings can be made.
- During registration, parents must provide.
  - Acceptance of the Club's terms and conditions.
  - At least one emergency contact.
  - Doctor's contact details.
  - Details of medical issues.

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- Details of medications their child is taking and any treatment, which would have to be carried out by the Clubs' staff.
- Permission for staff at the Clubs to administer/carry out any treatment specified by the parent if the need arises.
- Permission for staff to administer emergency first aid in the absence of a parent or guardian if the need arises.
- Parents with internet access must register with the School's online payment system, School Money.
- Printed registered form will be available from the Club Administrator or from the School's office.

### **Medical issues and special dietary requirements**

- Parents must inform the Clubs of their child(ren)'s medical issues or special dietary requirements during registration (see 'Registration').
- Parents must provide the Clubs with spare, prescribed asthma inhalers if their child suffers with asthma. This must be labelled with the child's name and handed in before they start at the Clubs.
- Parents must provide the Clubs with spare, prescribed EpiPens if their child has a history of anaphylaxis. This must be labelled with the child's name and handed in before they start at the Clubs.
- Staff will administer medication or treatment according to the Schools' Medical Needs Policy.
- If an accident occurs, it will be documented in an accident log. Normal school procedures for notifying parents will be followed.

### **Signing in/out**

- Breakfast Club:
  - All children must be signed in on the attendance register by a parent at the main reception area.
- Afterschool Club:
  - All children must be signed out on the attendance register by a parent.
  - Parents should ring the bell and wait for a member of staff on collection at the end of the session.

### **Transfer between the School and the Clubs**

- All children will be escorted by School or Club staff from Schools to the Club at the end of the school day.

### **Other Clubs**

- If a child attends other School-based clubs after normal school hours (e.g. sports clubs, Choir, D&T) prior to attendance at Afterschool Club, it is the responsibility of the parents to notify Afterschool club staff.
- Little Stoke Primary staff will escort the child to be Afterschool Club once their other club has finished.

### **Food**

- Breakfast Club:
  - Breakfast will be served from 8.00am to 8.30am

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- If children are having breakfast, they must arrive before 8.30am to allow them sufficient time to eat.
- Afterschool Club:
  - Snacks will be offered daily at 3.45pm and after attendance at other school based clubs.
  - A varied menu will be provided.
  - Fresh fruit and vegetables will be offered at each session.
  - Drinking water will be available throughout the session.
  - The menu will be adjusted seasonally.

## Homework

- Should children wish to complete homework, space and opportunity will be provided.

## Behaviour

- The Clubs expect the same high standards of behaviour from the children as is expected in the school and will follow Little Stoke Primary School Behaviour Policy. Children will contribute to and be made aware of the rules.
- In extreme cases of negative behaviour from a child, where the safety of other children or adults is affected or negative behaviour continues after discussions with parents, the offer of a place at the Clubs will be removed.
- The staff at the Clubs will not tolerate any incidents of violence, aggressions and/or rudeness by any parents to the Clubs' staff or any child attending the Club, either physically or verbally, in person or on the telephone. In such circumstances, the Clubs' reserve the right to remove the offer of a place at the Clubs.

## Valuables

- The Clubs cannot accept responsibility for any valuables or possessions brought to the Clubs.

## Parking

- Parents parking on and off the Schools' premises will park considerately and without blocking other vehicles, entrances and exits.
- Parents parking in the staff car park will only park in the designated parking spaces.

## Booking

- All children must be registered before they can be booked into the Clubs (see 'Registration')
- As there is a cap of 16 pupils attending ASC, there is a requirement to book on the on-line system (School Money) at least 24 hours prior to the date of attendance.
- If you do find yourself in need of after school child care within the 24 hour period, please call the school office (Monday-Friday) and they will be able to inform you if there are spaces remaining.
- Breakfast Club should also be booked on-line in advance. We are usually able to accommodate bookings on the morning, but booking in advance is strongly recommended and preferred.
- Bookings can be made 7 rolling weeks in advance on the online booking system at School Money.
- For parents without internet access:
  - Little Stoke Primary School will provide an agreement for the Club Administrator to make bookings on the parent's behalf. Forms will be available from the school office.

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- Such bookings will not be treated as higher priority bookings than those made via the on-line booking system, i.e. as an effective method of 'queue jumping'.
- Where maximum numbers have been reached for a required session. The Club Administrator will keep a waiting list. If a place becomes available, the Club Administrator will allocate the place on a first come, first served basis.

## Cancellations

- The Clubs require 48 hours' notice (excluding weekends) of cancellation of bookings or the booked session(s) will be charged at the normal rate. (Cancellations can be made on the on-line bookings system up to 48 hours in advance, excluding weekends).
- If the Clubs need to cancel booked sessions, e.g. due to an INSET day being arranged or changed late in the educational year, the parents will be informed and the appropriate reimbursements will be applied to the parents' accounts.

## Fees

- A one off £2.50 registration fee is applied to new families for Breakfast Club and/or Little Stoke Primary Afterschool Club.
- The following charges will be applied to the parents' account for each individual session booked:
  - Breakfast Club – including breakfast and all activities
    - £3.00
  - Afterschool Club – including a snack and all activities.
    - Up to 6.00pm - £9.00 for the first child in a family, a 20% discount applies for subsequent siblings, a cost of £7.20.
- Late pick-ups of children from Afterschool Club will incur the following charges:
  - For sessions booked until 6.00pm - £10 for every additional 15 minutes, or part thereof, that the children are in the care of the Club will be charged (per family, not including extended families).
- Ad-hoc sessions, which have not been booked, will be charged at double the normal session price. The Clubs reserve the right to refuse entry to children who have not been booked.
- Cash, cheque, childcare vouchers or online payment requires payment in advance.
- Details of how to make payments by childcare vouchers or online payment are available from the school office.
- The Clubs reserve the right to change the set fees and additional charges with four weeks' notice to parent.
- The Clubs reserve the right to withdraw the offer of a child's place where payment has not been made in advance.

## Absences

- The Clubs are unable to pass on absence information to the Schools. Parents must also phone the school to inform of their child(ren)'s absence. If the school is not informed, they will contact you and your child(ren) may be marked with an unauthorised absence on their attendance record.

## Late pick-ups from Afterschool Club

In the event of an unexpected delay, parents will be provided with a contact telephone number and should advise the Club as soon as possible so that provision can be made for their child(ren)

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- Late pick-ups will incur a charge (see 'Fees')

### **Acceptance of the Clubs' term and conditions**

- In the event that a parent's acceptance of the Clubs' terms and conditions has not been provided during registration, attendance at either club will be taken as confirmation that the parent has accepted the Clubs' terms and conditions.

### **Data Protection**

- In order to comply with the GDPR regulations, all data which you provide to Little Stoke Primary Breakfast and After School clubs will be processed according to the Little Stoke Primary School Data Protection Policy and Privacy Notices, which are available from the schools' offices or from Little Stoke Primary Schools' website: [www.littlestokeps.co.uk](http://www.littlestokeps.co.uk)