



## Housemartins After School Club

### Terms, Conditions and Parent Agreement Form

Parents are asked to show agreement with these Terms and Conditions by signing and returning a copy of this document to the Whiteshill School office. We regret we are unable to offer a place without a signed agreement. Once registration is completed, we will send you a copy of your form to keep for your records and your child will then be able to attend Housemartins After School Club. Should you have any queries please do not hesitate to contact the Headteacher or the Business Manager, who will be happy to discuss matters with you.

#### **Terms and Conditions:**

Housemartins is open to all children attending Whiteshill Primary School. The club provides high quality childcare, giving parents peace of mind that their children will be safe and cared for. The club is run by staff members employed by Whiteshill School and therefore all safeguarding checks are in place and the school policies apply to this time in school. The Headteacher and the school Governing body, accepts overall responsibility for the club.

#### **Opening times**

3.15pm – 5:45pm - Monday to Thursday.

#### **Admissions**

A registration form must be completed, signed and handed in to the school office, before a child can be admitted. It is essential so that we are aware of any collection arrangements before your child attends their first session.

#### **Bookings**

Once your child has been registered, you will be sent a booking form each month via email and as a paper copy via your child. You are asked to fill this in with any sessions you know you will need in the coming month. This allows us to roughly plan how many children we need to cater for. If we get a large group of children turning up at the last minute, we may not have enough food, particularly bread, which cannot be kept for long periods and so is brought every few days. However, we do appreciate that sometimes plans change and so if you need to use the after school club on short notice, once your child has been registered, you can phone or email the office to book them in when you know a space is needed. We cannot guarantee a space will be available, but we will try our best to accommodate you.

#### **Fees and Payment**

Invoices will be sent out at the end of each month unless it is a school holiday. You will receive the invoice by email and a paper copy sent home via your child. Payment must be made by bank transfer and should be paid on the day you receive the invoice. Our bank details are at the bottom of the invoice, please ensure you put your child's name and/or invoice number as a reference. If you do not pay your invoice on time we can withdraw the use of our childcare facilities for your child. We can accept some childcare voucher scheme for payments. Please contact the office should you wish to pay in this way.

## Session Charges

<b>Session Times</b>	<b>Fees</b>
3.15pm – 4.15 pm (pick up later than 4:15pm will be charged £8)	£4.00
4:15pm – 5:45pm (prompt)	£8.00

## Cancellation of a Session/s

There will be no charge for sessions cancelled more than 2 working days prior to booking. Any sessions cancelled or not attended, within this 48-hour period will incur a £1.00 per child cancellation fee.

## Late collection

If you arrive after 5:45pm, you will be charged £10 for every 15 minutes of non-collection of your child/ren, to cover extra wages and caretaking costs. We will phone you to remind you to collect your child from 5:45pm and after 30 minutes of non-collection and no messages from you we may need to inform Social Service as a child protection emergency.

## Housemartins Club – a typical afternoon

Reception children attending Housemartins Club will be taken to the school hall by a member of staff. Older children in Class 2, 3 and 4 are encouraged to make their own way to the school hall. Throughout the session, the children will have access to a wide range of activities. All children will be encouraged to help tidy up at the end of the session.

## Housemartins Activities:

- Sitting together to eat our snack and talk to each other
- Supervised outdoor play (weather permitting)
- A range of play based activities
- Toys, games & drawing
- Arts and crafts
- Cooking and food activities

## Snacks

All children will be provided with a snack such as toast, crackers and cheese, crumpets, biscuits and fruit. If children have done a food activity, they will be allowed to eat it during the session. Water and Squash is freely available. Any dietary concerns will be identified from the Whiteshill Primary School medical form which you complete at the start of every school year. If you are not happy for them to eat any extra cooking they have done during the session (e.g. cakes, biscuits), please indicate this on the registration form. If you do not, we will assume that you are happy for them to eat any food we provide, in accordance with any dietary requirements registered with the school.

## Clothing

As the children are arriving directly from school, it is anticipated that they will remain in school uniform or in their sportswear, if they have come from an afternoon sports activity.

## **Toys and Games**

Please do not allow your child to bring in toys or games from home, as this can cause upset if the items become lost or broken. We take no responsibility for any items brought in from home.

## **Behaviour**

All children are expected to behave well, show respect, be polite, look after equipment and resources, be co-operative and courteous to staff and each other. If children continue to behave inappropriately, after the discipline procedure has been implemented and all attempts to accommodate them have failed, we may have to advise parents to remove their child from Whiteshill After School Club either permanently or temporarily depending on circumstances. Our prime concern is for the happiness and wellbeing of all the children.

## **Illness and Medication**

Staff at Whiteshill After School Club are **NOT** permitted to administer medication to children, as per the schools Medication Policy. If your child has asthma, please ensure there is an inhaler in school which can be taken to the hall if necessary. If your 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. Your child will be cared for until collected.

In the case of a minor accident, basic first aid will be administered. We have at least one member of staff each session who is a qualified paediatric first aider. In the case of an accident requiring more than the basic first aid, every attempt will be made to contact the parent/legal guardian to advise or discuss with him/her the course of action to be taken. However, in an emergency, we may have to contact medical professionals in your absence. The medical form which you complete at the start of every school year will be used to identify medical and dietary needs. On this form you will have also agreed for Whiteshill Primary School staff, which includes the after school club leader, to act “in loco parentis”. If the parent/guardian cannot be contacted a member of staff will invoke that authority to take action to gain appropriate medical treatment for that child.

All illness or accidents will be recorded on the school accident form and parents or guardians will be informed on collection. Please note that all staff has access to a telephone at all times to enable them to make contact in the event of an emergency.

## **Grievances**

In the event of a parent wishing to make a complaint, this should be made in the first instance to the After School Club Leader. If a parent is still concerned, then the matter should be taken to the Headteacher.

## **Collecting your child**

On arrival at the school to collect your child you will need to press the bell on the school gate and once let in, go to the school hall or cabin to collect your child. Please make sure that you close the inner gate behind you when you leave, this extra layer of security is very important and although it may mean you have to wait for a few moments to be let in, it ensures that the after school club is secure on the school grounds. You will need to sign your child out on arrival; the time you sign out with the After School club leader is the time we use to calculate the charge for that session.

In case we are experiencing difficulties with the gate, or in an emergency, please phone 07835 733136. Please be aware after 3:45pm the school land line may not be answered and any messages left will not be listened to until the next day, so please ensure you make a note of the school mobile number.

***Your child may only be collected by the people you have informed us of on the Registration form. We need to know exactly who is allowed to collect your child from school, so please ensure we have all this information on the registration paperwork. If you have arranged for someone else to pick up your child, you need to inform the school of this before 3.15pm.***

**Housemartins After School Club  
Parent Agreement Form**

All children who attend **must** be registered with the club.

**Child's Details:**

Surname: \_\_\_\_\_

First Name: \_\_\_\_\_

Date of birth: \_\_\_\_\_

Home address:

\_\_\_\_\_  
\_\_\_\_\_

**Please indicate who has Prime Parental Responsibility for the child:**

Both Parents / Mother only/Father only (*Please delete as appropriate*) or other please state

Name: \_\_\_\_\_ relation to child: \_\_\_\_\_

**Please give name and telephone number in priority order (with 1 being the first person we would call).**

priority	Name	Relationship to child e.g. mum	Phone number
1			
2			
3			
4			

**Who else is permitted to collect your child?**

Please give the name, relationship and telephone number of anyone who may collect your child on your behalf.

*(if applicable and different from parental information).*

priority	Name	Relationship to child e.g. aunt	Phone number
1			
2			
3			
4			

**PLEASE NOTE THAT FOR SAFEGUARDING PURPOSES, WE WILL NOT ALLOW YOUR CHILD TO BE COLLECTED BY ANYONE WHO IS NOT LISTED HERE.**

I understand that Housemartins After School Club cannot accept responsibility for the children's possessions or valuables whilst they are attending the club.

I understand that Housemartins After School Club are required by OFSTED to keep an individual record in relation to my child. Any information provided is purely for the use of Housemartins After School Club and will not be passed to any other individual or organisation.

**Data Protection Act 1998 and GDPR 2018:** The school is registered under the Data Protection Act for holding personal data. The school has a duty to protect this information and keep it up to date. The school is required to share some of the data with the Local Education Authority and with the DfE.

### Payments

I will ensure I pay Housemartins After School Club invoices on the day I receive them, by Bank transfer (bank details will be at the bottom of the invoice). I understand failure to pay promptly may result in my child not being able to access the after school care.

I have read and agree to the terms and conditions within this document and will abide to the rules within.

Parent/carers full name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

I am happy for my child to eat any extra cooking they have done at Housemartins After School Club during the session (e.g. cakes, biscuits) in accordance with their dietary requirements.

Yes

No