



Housemartins Breakfast and 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 the document below to the Whiteshill School office. We regret we are unable to offer a place without a signed agreement. Should you have any queries please do not hesitate to contact us.

Terms and Conditions:

Housemartins is open to all children attending Whiteshill Primary School. The club provides 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

Breakfast Club – 8am onwards Monday – Friday

After School Club – 3.15 – 5.45pm - Monday to Thursday.

Admissions

A registration form must be completed, signed and handed in to the school office, before a child can attend any sessions. This is essential for the safety of your children.

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. With breakfast club, if your plans change, as long as you have filled in the agreement form in advance, your child can arrive on the day without booking, however we would prefer you avoid this apart from with a real last-minute change where you cannot get hold of the school in advance.

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 use 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

Housemartins After School Club is charged at £8 per child per session.

Breakfast club is charged at £4 per child per session.

Cancellation of Sessions

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 at After School Club

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 Services as a child protection emergency. Please do make sure if you are running late, you keep in touch with us by phoning the school as soon as you know.

A Typical After School Club Session

Reception children attending Housemartins Club will be taken to the school hall by a member of staff. Older children in Elm, Maple and Oak class 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.

Possible 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

A Typical Breakfast Club Session

Children are given breakfast on their arrival and then when they have finished they can play board games, do colouring etc before going through to the classrooms at the start of the school day.

Snacks

All children will be provided with toast every evening as a snack – we have a range of toppings that they can choose from e.g. jam, marmite. The children also have popcorn on some evenings if we have a movie

on the big screen! If children have done a food activity at after school club, they will be allowed to eat it during the session. Water and Squash is freely available.

During breakfast club, Cereal and toast are provided for those children arriving before 8.40am, along with a drink of squash or water.

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.

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. We will of course deal with any incidences in line with our school behaviour policy as we would during the day time in school. If children continue to behave inappropriately, after the behaviour policy 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. This is of course incredibly rare and not something we have ever had to do or anticipate having to do.

Illness and Medication

All illness and medication will be dealt with in line with the school 'Supporting Children with a Medical Condition Policy'. If your child has asthma or any other regular medication in school e.g. epi-pen, inhaler, this will be used at after school club as well in line with school policy. 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. All first aid will be dealt with in line with our 'First Aid' policy, which can be found on the school website.

All illness or accidents will be recorded on the school accident form and parents or guardians will be informed on collection and asked to sign to say they have been told. 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.

Drop-off and Pick-up

On arrival at the school to collect your child from After School Club you will need to press the bell on the school gate and once let in, go to the school hall to collect your child. If a member of staff is not there to greet you, please press the buzzer on the inner gate to let staff know that you are there. You will need to sign your child out on arrival so that we know they have left the building safely.

Children attending the Whiteshill School Breakfast Club must be accompanied to the school Hall by a parent/carer and not left at the school gate to walk in on his/her own. Please make sure you do not leave until your child is safely inside the school hall with a member of staff as otherwise we will not know that they are on the school site.

In case we are experiencing difficulties with the gate, or in an emergency, please phone the school number 01453 762 949. The After School Club or office staff will answer this line.

Your child may only be collected from After School Club by the people you have informed us of on the school 'Going Home List' which the After School Club staff will have a copy of. If you have arranged for someone else to pick up your child, you need to inform the school office of this before 3.15pm or phone the school number and talk to After School Club staff directly in an emergency last-minute situation.

Housemartins Breakfast and After School Club
Parental Agreement Form

All children who attend **must** be registered before their first session.

Child's Details:

Surname: _____

First Name: _____

Date of birth: _____

Home address:

Payments

I will ensure I pay Housemartins Breakfast and After School Club invoices as soon as 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 this wraparound childcare.

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