

## Menston Primary School Care Club, Before and After school club

St. Peter's Way, Menston, Near Ilkley, West Yorkshire, LS29 6NY  
Telephone 01943 883927



# TERMS AND CONDITIONS

## Aims

- To support working parents / carers by providing wraparound childcare.
- To provide a safe, caring, inclusive and fun environment in which Menston Primary School children can enjoy out of school hours.

## Principles

- Care Club is run by Menston Primary School
- The Club is registered under Menston Primary School's Ofsted URN 149938
- The Club adheres to the school's policies and procedures
- Care Club is for children attending Menston Primary School

## Expectations

- Children are adequately supervised at all times.
- Staff receive adequate training in First Aid, Food Handling and Hygiene and Safeguarding and Child Protection.
- A wide range of activities and play equipment are offered and we ask that children do not bring in toys to the Club. If a child requires a special toy, this would need to be discussed with the Care Club manager.
- Only DVD's with a rating of U or PG (where a member of staff have pre-assessed the content suitable for the age) will be shown. CBBC and CBeebies may also be shown.
- Children attend with belongings and clothing that are labelled with the child's name
- All children are expected to follow the school's behaviour policy. Good manners and behaviours are encouraged throughout the club. If a child does not respond to reasonable attempts of correction, we reserve the right to withdraw the place immediately and with no warning for a temporary or permanent basis.
- A Care Club place can not be offered without agreement to the Terms and Conditions.

## Opening times and Prices

The club operates in term time at the following times:-

7.30am - 8.45am	£8.10
8.00am - 8.45am	£5.45
3.15pm - 6pm	£14.95

- A price review will take place each year with effect from September onwards. Parents will be notified of the new pricing structure in the Summer 2 term.
- Morning sessions to include cereal, toast, fruit for arrivals before 8.15am. Please arrive by 8.30am at the latest.
- Children must be collected and left the building by 6pm.

## **Registration**

- The club manages session bookings and invoicing on Kids Club HQ. When a place has been confirmed from the Care Club manager, parents / carers will be given a link to complete the registration process.
- A deposit of £50 per child is required prior to the start of the contract. The deposit is refunded when the child leaves the club.
- 4 weeks term time notice in writing is required to cancel / change sessions.
- Ad hoc sessions may be booked if the child is fully registered with the club and are subject to availability. 48 hours notice is required for cancellations of ad hoc bookings.

## **Payments and Fees**

- The deposit must be paid as a bank transfer
- Invoices for each half term are distributed at the end of the previous term.
- A registration fee of £5 is added to the first invoice.
- Payment is due in advance. The payment deadline is the first Monday at the start of term. If the term starts later in the week, the payment is due on the Monday before the start of term.
- Payments are accepted via Credit Card, Debit card, Direct Debit, Childcare vouchers and Tax-free Childcare accounts.
- Late payment – if payment is not received by the deadline, a late payment fee of £5 will be applied to the account. If there is a further delay in payment, Care Club reserve the right to withdraw the place and refuse entry.
- Late collection - children need to be collected and have left the building by strictly 6pm. A late collection fee of £5 for 10 minutes (or part thereof) will be levied. Persistent lateness may result in the loss of the childcare place.
- Booked sessions are chargeable even if a child is absent. Temporary 'swapping' sessions is not possible. We will endeavour to keep the club open in term time, however, in the event of any unexpected school closure or late opening, fees will remain as Care Club still incur staffing costs.
- Fees are reviewed each year and any changes implemented from September.

## **Health and Safety**

- Parents / carers are asked to update emergency contacts and medical information on Kids Club HQ.
- Parents / carers are responsible for updating allergies or specific dietary requirements on Kids Club HQ.
- During the afternoon session, children may bring a healthy snack. We are a nut free school so please do not include nuts in the snack.
- If a child has an accident, they will be treated by a qualified first aider and the parent / carer will be notified of the situation.
- If a child becomes ill during a session, staff will contact the parent / carer to collect their child
- Minimum exclusion periods following illness must be adhered to, this includes not returning for 48 hours after vomiting / diarrhoea.
- If a child needs urgent medical treatment and parents / carers are unavailable, a member of Care Club staff may sign any consent forms necessary for treatment on behalf of the parent/ carer. Information will be treated in confidence except in cases where there is child protection concerns. In these circumstances, staff will follow the school's Safeguarding and Child Protection policies.

**Safeguarding**

- Care Club will follow the school's Safeguarding and Child protection policies.
- Childrens' mobile phones and any e-smart devices which can take photos or send/receive messages must not be used in Care Club and handed to staff for safe keeping.
- Please inform Care Club if your child is unable to attend so we are not looking for a missing child.
- If we cannot locate a child at 3.15pm who has been in school, we will endeavour to determine the whereabouts of the child including school searches and contacting parents / carer. If we are unable to confirm the safety of the child, the police will be notified of a missing child and responsibility passes to them to search for the child.
- All children must be collected by 6pm. If a child remains uncollected, after doing everything possible to contact parents / carer and emergency contacts, Care Club is legally required to contact Social Services.
- Dedicated Safeguarding leads: Mrs Wilson, Mrs Gilmour, Mrs Gamble

**Complaints Procedure**

- In the event of a parent wishing to make a complaint, this should be made in the first instance to the Care Club Manager who will make every effort to resolve the matter.
- If the parent / carer does not feel their concerns have been adequately resolved at this stage, they will be asked to follow the Moorlands Learning Trust complaint policy.