



## GOLDSBOROUGH and SICKLINGHALL Breakfast & After School Club Terms and Conditions



This service will operate for Term time only. It is self-funding and all income will be used to cover staff costs, resources, food and drink. The aim is for the service to be sustainable during the academic year considering daily variations of numbers.

### **Before we can accept your booking, you must read and agree to the following terms and conditions of this service:**

- Before bookings are made you must register your child, even if you only intend to use the club occasionally.
- Ideally, bookings must be made at least 24 hours in advance. If we have spaces available bookings may be made at the last minute.
- Payment should be made **in advance** on ParentPay; the services used will be deducted from the account. Payments are required promptly. Parents with large bills will be refused use of this service until the debt is settled.
- Children who are ill cannot attend the club and in the event of sickness or diarrhoea must be off for 48 hours after the sickness or diarrhoea has finished.
- If your child is ill whilst at the club, staff will contact you to collect your child. No refund will be given for this session.
- You must inform Club Leaders, preferably in writing by email (**email address: [wraparoundcarescps@gsfederation.com](mailto:wraparoundcarescps@gsfederation.com)**), if anybody else, other than those listed on the registration sheet, will be collecting your child.
- Please do not arrive late to collect your child. Children can become distressed if they think they have been forgotten. If lateness is unavoidable then please telephone the Club Leader (**01937 582494**), **penalty charges will apply as staff costs will increase and inconvenience to staff will be caused. Please note that lateness could jeopardise staff willingness to run this service.**
- Parents who are late collecting their child will incur a charge of £5.00 per 15 minute or part of, except in exceptional recognised circumstances. This is due to the requirement to pay members of staff for their additional time. Traffic will not be classed as **'exceptional circumstances'**.
- If you wish to cancel a place, then you must give 48 hours' notice ideally; if last minute cancellations are made and numbers falls below the minimum required to cover costs, you will be charged for the place. We will offer refunds if the club is forced to close due to snow, heating failure, staffing shortage etc. We will however, facilitate last minute requests for places and for cancellations without charge where possible.
- Anyone picking a child up will be expected to sign them out of the club when they leave and record the time of signing. A list of those people authorised to collect the children must be provided.
- All children must be collected at the end of their time at the After School Club. No child will be allowed to leave unaccompanied.
- Staff will administer medicine such as those provided for asthma, diabetes etc. Staff will not administer non-prescription drugs and no children should be in possession of them.
- First aid will be carried out by a trained first aider as per the school's policy if required.
- Parents understand that all consents already given to school extend to the school Breakfast Club and After School Club (eg. photograph consent).
- Should you have cause for complaint about the club there is a formal school complaints procedure. We hope any concerns can be sorted out informally with the Club Leader or Executive Headteacher.

- Parents should park on the road and use the pedestrian entrance for the School when collecting their child / children from the Club, NOT the staff car park, or any other entrance to the school.
- Parents must inform the Club Leader of any change of address or contact phone numbers; this will not be the responsibility of the School Office.

**Other Information:**

Breakfast Club is from 7:30am – 8.45am. Breakfast will consist of cereal, toast (with a selection of spreads), fresh fruit and a drink. We will endeavour to cater for all special dietary requirements; please liaise with the Club Leader directly to provide a list of specific food items for your child.

The children will be taken to their playground at 8.45am to line up with their class as normal.

After School Club is from 3:30pm – 6.00pm. Children will be provided with a biscuit or a piece of fruit and a drink straight away and then be served a more substantial snack at 4:45pm. *Please try to collect children outside of the 4:45pm – 5pm window if possible as they will be sat down to eat.*

There will be activities provided as part of the After School Club such as art, craft, board games, sport, baking and (weather permitting) outdoor activities. We will also provide an area for reading and homework and children will be allowed to lead their own free-play during the session too.

Children will be sent to the hall by their class teacher. All children will be registered by the Club Leader upon their arrival at the club. The Club Leader and Club Worker will adhere to all the policies provided and any legislation in place such as:

- Disability Discriminations Act,
- Race Relations Act,
- Sex Discrimination Act,
- Children’s Act,
- Data Protection Act,

and, they will adhere to other school policy and procedure such as:

- Positive behaviour and Relationships Policy
- Child Protection

**Booking forms are available from the document wall holder in the main corridor and are also available to print from the school website.**

Any discipline matters will be brought to the attention of the parents by the Club Leader. If the problem cannot be resolved, then the child may be asked to leave the Club.

**Parent/Carer Name:** \_\_\_\_\_

**Name of child:** \_\_\_\_\_

**Class:** \_\_\_\_\_

**Parent/Carer Signature:** \_\_\_\_\_

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