

# SHEERHATCH PRIMARY SCHOOL CARE CLUB

Willington Road  
Cople  
Bedford  
MK44 3TH



Church Road  
Willington  
Bedford  
MK44 3QD

Tel: 01234 838827  
careclub@sheerhatchprimary.org.uk

## TERMS AND CONDITIONS

*Please keep for future reference*

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Sheerhatch Primary School Care Club is an autonomous club run on the school premises by dedicated staff members under the overall control of the Board of Governors. The Club is independent of the school's teaching staff and curricular structure.

The Club is part of the school's Ofsted registration meaning that the Governing Body acts as the Registered Provider and as such is absolutely committed to providing high quality out of school care for any eligible children wishing to access the facilities.

Please inform the Club at your earliest opportunity of any change in arrangements (such as child absence, delay in arrival or likely delay in collection or similar).

In order to ensure your child is safeguarded at all times, we must stress the importance of keeping your registration records up-to-date. It is your responsibility to inform the Play Leader promptly of any change in information that you submit in the Registration Form. The Club cannot be held responsible for a failure to provide adequate notice of a change in circumstances that might affect your child.

***Sheerhatch Primary School Care Club cannot accept any children until the parent or carer has completed and signed the Registration Form. We also reserve the right to refuse the Registration of any child into the Club.***

### General Information

1. The Club is open during term time only, from Monday to Friday. Hours are as follows:  
Cople site: 7.50am to 8.30am and 3.30pm to 6.00pm.  
Willington site: 7.50am to 8.45am  
All these times are outside of normal school hours and therefore eligible for payment of fees. Current fees are presented at the front of the Registration Form.

2. The club operates on both school sites before school and Cople site only after school. (Children from the Willington site booked into after school care club will be transported to Cople on the school minibus). The Club operates from a classroom base and has access to the kitchen, library, toilets and outdoor playgrounds. The Club can access some of the school facilities by mutual consent between the Head Teacher and Club Play Leader.
3. The Club aims to be self-financing without financial support from the normal school budget. All running costs should come from fees or events specifically aimed to raise income for the Club. Any surplus funds will be used primarily for the benefit of Care Club and the children it serves.
4. Children attending the Club are fully supervised at all times by suitably qualified members of staff that have undergone police checks with the Disclosure and Barring Service (DBS). They operate under National Standard Guidelines set by Ofsted and adhere to a rigid framework of policies ratified by Governors for that purpose.
5. The Club asks that any children with mobile phones have them switched off whilst at the Before and After School Club. Failure to comply will result in confiscation until the end of the session. The Club will not be held liable or responsible for mobile phones and would strongly recommend that a child does not bring them to the club unless extremely necessary
6. All accidents and incidents are recorded in the relevant books and shown to parents explaining what has happened and for them to sign

### **Eligibility**

1. The Club serves children of Sheerhatch Primary School.
2. All parents wishing their children to access the Club must complete the Registration Form and pay the appropriate fee before their attendance will be permitted.
3. Booking should be completed using the ParentMail system and paid for at the time of booking. The club accepts casual bookings (subject to availability and completion of Registration) for occasional and one off attendances.
4. ParentMail bookings will close 24 hours in advance of the session. In the rare circumstance that a last minute booking is required, parents should contact the school office and a place can be booked, subject to availability. Regular advance bookings, once confirmed, are secured for the specified period. Casual bookings will be dealt with in order; where two or more bookings are requested at the same time and the Club is reaching capacity then priority, in order, will be given to those booking regularly, those wishing to commit to regular booking and then casual bookings in order of arrival.

5. The maximum number of children attending will always correspond to the National Standards for child care set by Ofsted. The prescribed adult to child ratio will never be compromised.
6. Children left in the care of the Club are not the responsibility of other school staff members. Unless there exists a mutual agreement between the Head Teacher and Club Play Leader all school staff on the premises are supernumerary during the hours that the Club operates.
7. The Club accepts no responsibility for children and their possessions on school premises that are not registered with the Care Club.

### ***Booking Requirements, Fees and Non Payment Penalties***

1. Booking should be completed using the ParentMail system and paid for at the time of booking.
2. ParentMail bookings will close 24 hours in advance of the session. In the rare circumstance that a last minute booking is required, parents should contact the school office and a place can be booked, subject to availability.
3. Bookings can only be made by whoever has parental responsibility and has signed the Registration Form. It is recommended that bookings are made as much in advance as possible to avoid disappointment. The Parentmail system will only take bookings up to the available capacity.
4. Payment of last minute bookings must be made at the point of booking if made in person or on the day if made by telephone. If payments have not been made then an invoice will be issued.
5. Invoices will be drawn on the information provided. Payment is expected within seven days of issue for the session to which the invoice applies and can be by cash or cheque made payable to the school. Child care vouchers are also accepted; please contact the School Finance Officer for further information.
6. There will be a £10 charge for any returned unpaid cheques.
7. There will be a £10 charge for all late payments outstanding at the end of the half term.
8. Persistent late or non-payment will be pursued and may result in steps being taken to terminate your child's registration and offer the place to another child.
9. Please note that members of staff are contracted until 6.15 p.m. so time frames are tight at the end of the last session and late collection is not

an option. We take non-collection very seriously and will not tolerate repeat offences, so please make sure the Club is notified of any changes that may affect the collection of a child at the appointed time.

10. It is the parent or carer's responsibility to make sure the Club is informed as soon as possible of a potential late collection. If the designated collecting adult cannot collect the child then it is recommended that they make suitable alternative arrangements in order to avoid the fines and possible consequences of the child being handed over to Social Services if we have the misfortune to arrive at the end of the Non-Collection of Child Policy procedure.
11. Unfortunately, refunds are not given for unplanned absences such as illness unless there are exceptional circumstances. These will be at the sole discretion of the Governors in conjunction with the Play Leader. All claims for refunds should be made in writing to the Governors via the Play Leader.

### **Cancellation**

1. Notice of a cancellation for a booking must be made 48 hours in advance. Bookings made on the day and then cancelled are not refundable
2. Please note; cancellation outside of these periods will result in the forfeiture of fees paid.

### **Arrival and Collection Arrangements**

1. Children attending Care Club before school remain the responsibility of their parents or carers until they are formally handed over and signed into the care of Care Club staff at 7.50 a.m. We cannot accept liability for children left unattended before this time.
2. The staff will have a register of attendance that lists all children expected at any particular session and will record arrival and departure accordingly.
3. The Club would be grateful if parents or carers could notify the Play Leader as soon as possible if their child will not be attending on any particular day.
4. Parents or carers must collect their children promptly from the side gate entrance at Cople entrance in person or in accordance with the information supplied at Registration. If the collecting person is not known to staff they will require an agreed password before releasing the child

from our care. Regular or permanent changes in the person(s) allowed to collect your child should be notified to the Play Leader in writing so that the collection details can be properly amended. It is the parent or carer's responsibility to ensure that the Play Leader is fully informed at all times about who is to collect the child. **Unauthorised adults will not be allowed to remove any children from our care until a parent or carer is contacted first.**

5. A failure to collect a child without reasonable notification will result in the Non-collection of Children procedure being followed. This can have serious ramifications and will always result in a surcharge being applied in accordance with the Booking Requirements, Fees and Non Payment Penalties notice above.

### **Medication and Illness**

1. Any special medical condition should be reported to the Play Leader at the point of Registration. The Care Club cannot be held responsible for circumstances affecting the health of a child where the parent or carer has failed to notify the Club of dietary, asthmatic or other medical condition that may affect the well-being of the child whilst in attendance. If medical condition was unknown at the time of registration, it is the duty of the parent/carer to notify the club as soon as possible. We cannot be held responsible for undeclared medical information that may compromise a child's safety.
2. Full procedures on child illness and medication can be found in the schools Medicines Policy.
3. Children who are ill should not attend Care Club. If a child becomes ill during a session then the Play Leader will endeavour to contact the parent or carer who should then make arrangements to collect the child as soon as possible.
4. If a child has not attended school they will not be eligible to attend Care Club.
5. Parents wishing medication to be taken during Club sessions should make a formal request in writing on a Medication Consent Form indemnifying the Club from liability in line with school policy.
6. The Registration Form, which all parents must fill in and sign, provides permission for emergency medical treatment to be given should the need arise.
7. If urgent medical treatment is required and the parent or carer cannot be contacted then the Club staff will act in *loco parentis* and assume the authority to seek appropriate medical attention.
8. If you do not wish to give consent to medical treatment being administered in your absence, then you must provide the Club with **full**

**written instruction** on what you would like staff to do in the event of your child needing urgent medical attention. Leaving this section blank on the registration form will result in your child not being allowed to attend.

### **Equal Opportunities**

1. Children with special needs are welcome to attend Care Club. The Club has good working relations with the Local Authority who can provide additional assistance so that staff and parents or carers can work closely together to ensure the child enjoys their experience in our care. The criterion for inclusion is that arrangements are put in place before the first attended session so that the group as a whole continues to be serviced to the highest standards.

### **Activities**

1. The Play Leader is responsible for ensuring activities are carefully planned to provide variety and interest at all times. Generally these will include arts, crafts, toys, physical activities and outside play. Every effort is made to provide a quiet reading area. The emphasis is on fun in the absence of a formal curriculum. The purpose of the Club is not to simply be an extension of the school day. If a parent wishes the child to complete homework this will be an agreement made between the child and parent or carer; however, it cannot be enforced by the staff members of the club.

### **Refreshments**

1. Care Club provides snacks in all the attended sessions in accordance with the Food and Drink Policy and Food Handling Policy. The Play Leader ensures there is a diversity of foods available and that drinks are freely available at all times.

### **Disciplinary Matters**

1. All children are expected to;
  - Observe normal school etiquette and comply with Club rules;
  - Respect all school and Club property and facilities;
  - Co-operate fully with members of staff at all times;
  - Avoid behaviour that may inconvenience others;
  - Be considerate to others at all times;
  - Respect requests and requirements made by a member of staff.
2. Parents and carers are expected to make their child aware of these rules; details of the Club behaviour agreements are displayed on the club notice board.

3. Any disciplinary problems will be brought to the parent or carers attention by the Play Leader. If this problem cannot be resolved then it may be brought to the attention of the Head Teacher and/or Board of Governors. The Club operates a Behaviour Management Policy and formal Complaints Procedure although it is hoped that the majority of problems can be resolved much earlier.
4. Persistent disruptive behaviour will not be tolerated.
5. All club policies mentioned within this document are available from the Play Leader or the school website

***NB; Care Club reserves the right to refuse the registration of any child or children.***