



Dear Parents,

Please find attached a copy of our updated Out of School Care terms and conditions. These terms and conditions will come into effect from 1st September 2022.

It is essential that the below slip is completed prior to accessing Out of School Care for your children.

Yours Sincerely,

Helen Clark
Headteacher

Out of School Care Terms and Conditions

September 2022

STAFF *Club Manager* Mrs M Jones

Club Assistants Miss S Jones and Mrs C Walmsley

1. Out of School Care

(a) **Our Aims:** we are a constantly developing community of children, staff and parents. We are committed to providing a caring, safe and stimulating environment where all children feel valued, happy and secure. Parents are expected to give their support and encouragement to the aims of the Before and After School Club to uphold and promote its good name and to ensure that appropriate standards of punctuality, behaviour and hygiene are maintained.

(b) **The Child's Health:** Parents must inform the Before and After School Club if the child has any known medical condition or health problem or has been in contact with infectious diseases. Parents must comply with the school's sickness policy and the child must not be brought to the club if unwell.

(c) **Medical:** It is the parent or guardian's responsibility to keep the setting updated with your child's medical and health needs. If your child has an allergy you must provide school with a copy of your allergy action plan from a health professional and a risk assessment will be completed on entry. It is parent's responsibility to ensure all paper work has been received by the school and parents must notify the setting of any changes to their child's medical needs.

2. Parents' Authority

(a) **Welfare of the Child:** The Parents' authorise Out of School Care to take all necessary action to safeguard and promote the welfare of their child. Parents' consent to the use of such physical contact with children as may be lawful, appropriate and proper for teaching and to provide comfort to a child in distress or to maintain safety and good order. Parents' consent also to emergency medical treatment if certified necessary by a doctor and if parents cannot be contacted in time.

(b) **First Aid:** There will be a qualified paediatric first aider on site at all times.

(c) **Accidents and Loss:** The Before and After School Club will not be liable for accidents or loss of property unless caused by their negligence.

3. Registration

(a) **Bookings:** Bookings for Out of School Care are made with the Club Manager. Booking forms can be requested from the school office.

(b) Sessional Hours

Breakfast Club	8 a.m. – 8.50 a.m.	£5.00 per session
Homework Club	3.30 – 4.30 p.m.	£5.00 per session
After School Club	4.30 – 5.30 p.m.	£3.50 per session

A discount of £7.50 is applied if all sessions are taken up in a week.

(c) **Arrivals:** Breakfast Club – each child is met at the door and welcomed into the setting.

A breakfast selection is made available to the children. Please advise the Club Manager of any dietary requirements.

After School Club – All children attending the club from Ladybirds or Butterflies will be collected from class by a member of the club staff. Children from the other year groups will be sent from their classrooms.

(d) **Departures:** Breakfast Club – Children will only be able to go onto the playground around 8.50 a.m. when a teacher is on duty and is available to supervise before the start of the school day.

After School Club – All children must be collected from the studio by a responsible person. Please advise the Club Manager if someone else will be collecting your child.

4. Fees

(a) **Fees:** Fees cover attendance at booked sessions and breakfast/snacks. Fees will not be refunded or waived for any absence e.g. sickness, family holidays etc. unless 48 hours' notice has been given. The charge will occur under the discretion of the Headteacher.

(b) **Payment of Fees:** Fees should always be paid monthly in advance of your child taking up the session.

Sessions booked last minute must be paid for on the day.

Childcare vouchers are accepted as a method of payment at our registered GOV site – please ask Club Manager for our registration details.

Fees can be paid via cash or cheques made payable to Lancashire County Council (LCC).

(c) **Responsibility for Payment:** Fees are the joint responsibility of each person with parental responsibility.

(d) **Late Payment Fee:** All fees should be paid in full by the first of every month.

If payments are later than seven working days, then a charge of £25 will occur under the discretion of the Headteacher.

If payment is more than a month late then withdrawal of service may occur.

(e) **Late Collections Fee:** It is important that you collect your child on time. Late collection has implications for ratios and planned staffing. **A penalty charge of £5.00 for every 15 minutes over the allocated session time** will be made for any late collections.

5. Cancellation, Withdrawal and Fees in Lieu

(a) **Cancellation:** We operate a cancellation policy. It states that cancellations/ changes to sessions must be made by noon (12pm) 24 hours in advance to the manager in writing. Failure to do so will incur payment in full. Please email bursar@wlsj.lancs.sch.uk

(b) **Termination:** The Before and After School Club may bring the contract to an end by giving parents 4 weeks' written notice.

(c) **Removal:** Parents may be required to remove the child temporarily or permanently if, because of the conduct of a parent or the child, it appears to the Manager that the continued presence of the child is incompatible with the interests of the Before and After School Club. The Out of School Care operates a zero tolerance approach to abusive behaviour towards staff. There would be no refund of fees in these circumstances but fees in lieu of notice would not be charged.

6. Standard Terms and Conditions: Acceptance of a place is on the basis that reasonable changes may be made from time to time to these standard terms and conditions, to the level of fees and to the curriculum and the structure and composition of the groups. Notice of any change will be given as soon as practicable.

(a) **Disclosures:** The Manager must be notified in writing immediately of any changes in family situations, Court orders or situations of risk in relation to the child for which any special precautions may be needed.

(b) **Child Protection:** The Manager has a duty to report any significant concerns they might have about the safety/well-being of a child to social services.

(c) **Confidentiality:** Staff will be informed of sensitive issues concerning the child on a 'need-to-know' basis.

(d) **Room:** the children must remain in the Out of School Club areas. No children are allowed to go back to their classroom unsupervised after school has finished.

(e) **Equal Treatment:** The Before and After School Club welcomes staff and children from many different ethnic groups, backgrounds and creeds. Similarities and differences are valued and respected and all children are treated equally. The Before and After School Club will comply with the Special Educational Needs and Disability Act and will do all that is reasonable to accommodate the needs of children with disabilities.

(f) **Discipline:** The parents hereby confirm that they accept the authority of the Manager and staff to take all reasonable disciplinary or preventative action necessary to safeguard and promote the welfare of each child and the Before and After School Club community.

(g) **Photographs:** we will use the school consent form for photographs.

(h) **Insurances:** The school undertakes to maintain those insurances which are prescribed by law. All other insurances are the responsibility of parents.

(i) **Complaints:** Parents who have cause for complaint in relation to any matters of safety, care or quality of education must inform staff without delay, following the school complaints procedure.

Out of School Care Terms & Conditions

Childs Name _____

This is to certify that I have read, understood and agree to abide by the Out of School Care terms and conditions.

Name _____ Signature _____ Date _____