

The out of school club provides before and after school activities for children aged 4 to 11 years in a safe, secure and happy environment, supervised by professional, experienced staff. Our varied programme includes craft activities, cooking, outside play, team games and educational activities. Wherever possible a quiet area is set aside where children can spend time on homework, reading or resting. By signing the Registration form, you will be consenting to your child participating in these activities. We occasionally take photographs of activities, which may include your child.

Children are supervised by club staff at all times during club hours, until they are collected by their parents (or named substitute) or released to their class teacher. The parent/carer must give WRITTEN permission if they wish a child to go home with an unauthorised third party. In exceptional circumstances it may be possible to give verbal permission by telephone; however the child will only be released if the club staff can be confident of the identity of both the caller and the person collecting. Children are eligible to join the Out of School club from 4 years old up to and including 11 year olds. There is no obligation for the club to provide ongoing care for children who display a regular pattern of disrespect for club expectations.

The Breakfast club is open at 7.40am and closes at 8.40am. The after school club session starts from 3pm and finishes at 6pm. Persons collecting children should be aware that premises have to be vacated on time and beyond 6pm additional operating costs may be incurred such as the School Caretaker and club staff wages, plus phone calls etc. We reserve the right to charge £15 for a half hour or alternatively to pass all extra costs on should the need arise. If a late pick up is unavoidable it is critical that the club is contacted otherwise we are obliged to inform Social Service half an hour after the club closing time. Children must be signed in and out by the person bringing them to the club. Children may be dropped off or picked up from the club at any time **between** these hours.

Places can be booked for regular use on one or more days per week OR subject to available places occasional/one off bookings may be made by contacting the club leader before the start of that session. Under the terms of our school registration with Ofsted we comply with the recommendations for Safeguarding/Child Protection as laid out in the Children's Act 1989 and 2004. For further information please refer to our School Policy Documents on the school website at [www.meldreth.cambs.sch.uk](http://www.meldreth.cambs.sch.uk)

### **Club fees and payments**

1. A registration fee £15.00 per family per year is payable at time of registration, and is reviewed annually. Your registration will remain valid for a period of one year from the date you were originally invoiced providing your fee payments are not overdue and that you have given the required period of notice (see item 4 below). You will be required to re-register if these conditions are not met.
2. Club fees are payable per child per session. Fees are only waived if a child is absent for Out of School Club due to hospitalisation. If for any other reason your child cannot use a particular session, the fees are still due. You will still need to advise the Play Leader that you are not using the space in order to eliminate looking for lost children.
3. By pre-booking sessions your place will be reserved for your exclusive use. You will be invoiced half termly in advance for the sessions originally booked. Your booking will automatically be carried over into the next month and the new term unless we are advised in writing to the contrary by 15<sup>th</sup> of the month. For breakfast and after school places the full fee due must be received by the date stated on the invoice in order for your child to be entered on the register. No refunds can be made on cancellations at this stage. Please pay particular attention to paying your invoice on time, in the event of non-payment your place may be offered to another family. If children have been removed from the register they cannot be accepted into the club and they **must** be collected at the end of the school day.
4. Any discrepancy on the invoice regarding booked sessions must be brought to the leaders attention before the payment due date of the invoice.
5. We are obliged by law to disclose accurate details to the Inland Revenue of the childcare provided to Parents or Carers who are claiming Working Tax Credit Child Care element. We therefore strongly advise that you ensure that your claim to the Tax office matches the childcare we supply to you.
6. IF YOU ARE EXPERIENCING DIFFICULTY IN MAKING PAYMENTS FOR YOUR CHILDCARE PLEASE CONTACT THE PLAY LEADER.

### **Sickness, Accidents, First Aid and Emergency**

If a 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. The child will be cared for until collected.

In case of a minor accident, basic First Aid will be administered. The parent will be asked to sign the Accident Book on collecting the child. In case of an accident requiring more than basic First Aid, every attempt will be made to contact the parent/legal carer to advise or discuss with him/her the course of action to be taken.

PLEASE NOTE: IF THE PARENT/CARER CANNOT BE CONTACTED IN TIME, THE PLAY LEADER WILL TAKE ACTION TO GAIN APPROPRIATE MEDICAL TREATMENT FOR THE CHILD. IN ORDER FOR US TO BE AUTHORISED TO DO THIS PLEASE ENSURE THAT YOU HAVE SIGNED THE BOX ON YOUR REGISTRATION FORM.

PLEASE NOTE: Our Ofsted Regulations state we have a duty of care to enter existing injuries on an Accident/Incident Form, ensuring two members of staff sign and date this and the form is shown to the parent/carer to sign on drop-off/ collection of their child.

The Club cannot accept any child to attend a session, unless the parent/carer or person with parental responsibility fully completes and signs the Registration Form, pays the registration fee and the first month's fees. This process is our confirmation that our Terms and Conditions have been accepted. The Club accepts no liability for children's property whilst attending the Club sessions. Accidents, emergencies and other incidents judged to be significant are entered on the Accident/Incident Form.

The Club operates under all school policies and guidance and will be inspected under the school's Ofsted schedule.