



Terms and Conditions

updated Term 3 2024

PEASEDOWN ST JOHN PRIMARY SCHOOL

Achieving Excellence for Ourselves and Others

Parents and carers wishing to use the clubs are asked to carefully read this information and terms and conditions.

The declaration form must be completed prior to a booking being made.

Terms and conditions are reviewed annually. If any changes to terms and conditions occur prior to the annual review, parents and carers will be notified of these in writing and asked to sign and return an acknowledgement.

1. Wraparound Care Provision

Our Breakfast Club is run by Peasedown staff who also have roles in school during the day. In this way we are able to offer a consistency and continuity of provision as the staff and children know each other well and share the same core values as are enjoyed during the school day.

The clubs aim to be flexible and reasonably priced. The service is non-profit making. Children will have a choice of breakfasts.

To ensure that we have the correct staffing levels to enable us to fulfil our safeguarding expectations, places must be booked and paid for in advance.

Cancellations must be made in line with our terms and conditions otherwise unattended booked sessions will be charged for.

Peasedown St John Primary School is committed to safeguarding and promoting the welfare of children. To achieve our commitment we will ensure continuous improvement and development of robust safeguarding processes and procedures that promote a culture of safeguarding amongst our staff and volunteers.

Aims

- To provide childcare before school.
- To offer a safe, secure and friendly environment in which children can enjoy a breakfast in a relaxed and supervised environment.
- To promote healthy eating by providing a nutritious breakfast.
- To provide a calm play environment in which children can engage socially with children from other year groups, therefore strengthening relationships in the school community.
- To enhance the community spirit of Peasedown Primary by supporting families to balance home and work commitments

2. Staff

All our staff are DBS checked and there is a First Aid Trained member of staff on duty in every club. Staff have completed food hygiene training.

3. Nursery Wrap around Emergency Contact - 07546 345942

This number is only available from 3.30pm - 5.45pm, for emergencies only. For enquiries during the school day please contact the school office. 01761 432311

4. Opening Hours and location

Nursery : The wraparound care is held in the Nursery.

Main school: The wraparound care is held in the New Build hall.

The Breakfast Club for nursery and the main school is open from 8am - 8.30am.

Nursery Wrap around collection times are 4.45pm, 5.15pm and 5.45pm. Please be advised that if you collect at the earlier time you will still be charged the full amount.

5. Arrival and Departure for Breakfast Club

Main School

For parents using the Breakfast Club, we ask that you DO NOT drive into the school car park, but park outside on Bath Road, walk your child into the club, sign them in and confirm with the staff member whether or not your child is having breakfast. Access will be via the front pedestrian gate. Please do not allow your children to come into the Breakfast Club without an adult. Children will be escorted to classes at the end of Breakfast Club by club staff.

6. Arrival and Departure for Nursery Breakfast and After School Club

For parents using the Breakfast Club, we ask that you DO NOT drive into the school car park, but park outside on Bath Road. Please come to the nursery gate where you will be able to hand over your child to a member of staff. At the end of the session, please wait for the gate to be opened and your child will be handed over. If you are not collecting your child, please ensure the nursery staff are made aware of this and a password is provided. If you need to change pick up arrangements after 3.30 please call the wrap around mobile phone on: **07546 345942**

7. Parental/carer Involvement

The Breakfast Club's aim is to provide a safe, stimulating and caring environment where children and parents are welcome and valued. We believe that it is important to work together with parents to ensure their children's best interests are met.

The Wrap around staff are always happy to discuss any parental concerns at the end of their child's session. It will be the aim to resolve any concerns quickly by the club staff. If concerns arise and you do not have the opportunity to discuss with staff at the time, please contact the school office on office@psjprimary.co.uk

A copy of the school's complaint policy can be found on the <https://www.psjprimary.co.uk/>

8. Contact Details

Parents/carers must **fill out a Registration Form** prior to their child's first session at either of the clubs. This form allows us to gain important information about your child's contact details, health and wellbeing.

Registration forms are online at: <https://forms.gle/CG8zaRvqrFfPEG4Q7>

Information about your child's details will be kept confidentially. Only the authorised staff will have access to these details.

As part of the registration process parents and carers will be asked to share a password which will be used by any adult not known to staff who may collect a child.

9. Payment and Booking

A registration form must be completed before a booking can be made. The online registration form can be completed here: <https://forms.gle/CG8zaRvqrFfPEG4Q7>

Main School:

BREAKFAST CLUB £2.50 per session

Nursery:

Breakfast Club £5

After School £12.50

All bookings and payment must be made on Parentpay by midnight on the Thursday before - similar to school dinner bookings.

Late Collection: Please do not be late. If you are running late due to an emergency, please phone the number above. Please be aware staff are only employed until 6:00 pm.

All parts of the booking need to be completed and payment made for it to be processed.

Please note there is a limit on the number of places in both clubs which are allocated on a first come first served basis.

Block bookings can be made in advance on Parentpay.

Payment should be made at the time of booking on Parentpay and can NOT be handed to the staff at the club.

We cannot accept children in our clubs without a booking.

10. Cancellation

Cancellations for anything other than illness must be made 24 hrs in advance to avoid being charged. Please call the school office number on 01761 432311.

11. Late Collection

The Nursery Wrap around finishes at 5:45pm. Please note that staff are employed until 6pm. Please call **07546 345942** for any emergencies. Any late collections may incur an additional charge.

12. Security

For security and safeguarding purposes if any person other than a parent is collecting a child the parent must notify the school office beforehand between the times of 8.35am and 4:00pm.

We will not allow any child to depart from the nursery after school club unless we have a form of identification or a password. Adults collecting any child/children must present themselves to a member of staff, who will sign their children out and write down the time of departure.

13. Sickness

If your child has been ill through the school day or there has been an emergency and they cannot attend the booked Nursery After School Club session, credit will be carried over on your child's account.

If a child is showing signs of being unwell whilst they are in the Nursery After School Club, staff will notify the parent/carer and ask them to collect their child. If a child needs to be collected early, the full booked session will be charged for.

Staff at the club cannot administer any form of medication unless the parent/carer has filled in a medication consent form. These forms are available from the school office or on the website.

14. Accidents and First Aid

Sensible precaution is taken to ensure the safety of children. If your child has a minor injury whilst in our care, first aid will be carried out within the club. An accident form will be filled in by the adult who dealt with the incident and you will be informed when you collect your child.

Our staff are all trained in First Aid and a First Aid kit is kept on the premises.

15. Absences

If your child is absent from school and has been booked into the Nursery After School Club, please could you make the office aware that your child will not be attending the club.

If you do cancel your booking, the charge will be removed and your child will have a credit for future use in the club. If the session is not canceled you will be charged.

16. Behaviour

The Breakfast Club and After School Club staff encourage the children to respect themselves and others in a relaxed, friendly environment with clear expectations and boundaries. We use the school's core values to underpin our behaviour policy.

The Breakfast and After School Club will implement the same consequences and reward systems that are used within the main school.

17. Refreshments

The clubs are nut free.

Breakfast is available at the Breakfast cCub.

We meet individual dietary requirements and parental preferences wherever possible. We recognise the importance of healthy nutrition for children and for it to be delivered in a calm and friendly environment. Drinking water is available at all times.

18. Parental Conduct

To ensure the best outcomes for our children, everybody needs to respect the professional relationships required in schools. Our staff work to the highest expectations of professional conduct and are held to account should their behaviour fall short of our expectations. We therefore ask that all parents frame questions and concerns in a calm and respectful manner to prevent parental behaviour becoming an issue in itself. Violence and verbal abuse towards staff members will not be tolerated and may mean your child will not be able to use our clubs.

19. School Agreement

We agree to:

- Provide a safe, stimulating and caring environment where children and parents are valued
- Ensure that all children are safely escorted to and from the clubs by a member of staff
- Not allow any child to leave the A.S.C with anyone other than the parent/carer unless a form of identification or a password has been agreed between the staff and the parent/carer
- Notify parent/carer if your child is showing signs of being unwell making every attempt to contact one of the people listed on the Registration sheet to arrange collection of your child
- When notified by parents, we will credit an account if a child is absent due to being unwell that day.
- Use the school's behaviour policy.
- Ensure opportunities are made for child initiated play for Reception children in line with Early Years Foundation Curriculum.
- Ensure that all children are supervised at all times during club opening hours.

Pupil Agreement:

Pupil's attending the clubs must agree to:

- Demonstrate the school's core values at all times showing respect for themselves, adults, peers and resources.
- Tell an adult if they have a worry or concern.

20. Parent/Carer/Pupil Feedback

Peasedown Primary values the opinions of its pupils and parents. Systems will be in place, and communicated to parents/carers and pupils, to facilitate feedback.

21. Fire Procedure

In the event of a fire, children and staff will follow the normal school procedures, leaving the building in a calm orderly fashion via the closest exit. They will congregate in the main playground. The club register should be taken outside and all names checked.

There will be a fire practice once per term.

SUMMARY OF BREAKFAST CLUB AND AFTER SCHOOL CLUB TERMS AND CONDITIONS

Booking

- Submitted booking forms need to be accurate and fully completed.
- Incomplete forms will not be processed and returned.
- Bookings must be received in advance of the date required - bookable on Parentpay.
- Bookings made after this time may not be allocated a place.
- There are limited spaces available which are allocated on a first come first serve basis.
- Block bookings can be made in advance
- Correct payment must be received for a booking to be processed.
- It is the responsibility of parents and carers to give 24 hrs notice to the school of all cancellation
- Children will not be accepted at clubs without advanced booking/signed declaration and completed registration form.

Payment

- All payments should be made on Parentpay.
- No money should be handed to the staff at the club.
- Non-payment of fees may affect future bookings for either club.

Changes to Bookings

- Cancellations must be made 24 hrs in advance, or there will be a charge for the booking, unless it is illness related (to the child).
- Cancellations due to a child's absence will not be charged but the office must be informed that a child will no longer be attending clubs.
- Parents and carers need to accompany their child into the Breakfast Club signing them in with the correct time. Children cannot arrive at the Breakfast Club any earlier than 8am. Staff may be present but this is to allow adequate time for setting up prior to the club opening.
- Children must not turn up to the Breakfast Club without a booking.
- The Nursery A.S.C must be notified if a parent is unable to pick their child up on time or if another person will be collecting their child.

Parents are asked to respect and trust the decisions made by staff and behave in an appropriate manner to all staff.

The Breakfast Clubs and Nursery After School Club are part of Peasedown St John Primary School, governed by the school's local governing body. Please be aware that we reserve the right to refuse access to this facility for any parent or carer who refuses to abide by the procedures and protocols in place to ensure the safety and welfare of our children.

Please be aware that we reserve the right to refuse access to this facility for any child who persistently misbehaves or behaves in a manner that puts themselves, others or property at risk of harm or damage.