

Bembridge
C OF E PRIMARY SCHOOL

AFTER SCHOOL CARE CLUB

Afterschool Care Club
Terms and Conditions

Bembridge CE Primary School
Walls Road
Bembridge
Isle of Wight
PO35 5RH

After School Care Club

Terms and Conditions (from 1/9/19)

Dear Parents/Carers

Welcome to the After School Care Club! Our collective aims are:

- to support working parents by providing a high-quality service which meets the needs of both parents/carers and children;
- to provide a reliable, safe, supportive and welcoming environment where children can relax, engage in varied activities and be with friends;
- to offer the children the opportunity of having a healthy snack at the end of the school day.

1. The After School Care Club ('the Club') will be run by Bembridge Primary School.
2. The Club is based in Bembridge C of E Primary school.
3. The Club is open from 3:00-5:00pm - Monday to Friday (term time only). The school reserves the right to alter these times according to demand.
4. The Club will operate for children attending Bembridge Primary School only. Membership of the Club is available to children from Reception to Year 6.
5. You will need to complete a booking form (which is available from the school main office) **before your child can start**. Please note that a booking form must be completed **for each child** attending.
6. The cost of the Club is £6 for the first hour, irrespective of start time and £3 for each subsequent hour. The session charge covers the cost of care and snacks plus additional resources. Late collection of children causes disruption to planning and adds to staff costs. Additional half hour charge will be levied if collections are later than 10 minutes.
7. A Booking Form and Registration Form must be completed before your child can attend their chosen sessions.
8. Payment method is via SchoolMoney or official Government approved tax schemes (ie: Childcare Choices)
9. Parents are asked to keep the Club informed of any changes to emergency contacts, family situations or other details which may require special precautions.
10. Parents will be given one month's notice of any increase in fees. The Club reserves the right to exclude a child if fees are not paid. Fees are the responsibility of each person who has signed the Registration Form or who has parental responsibility for the child or children.
11. The Club will provide a varied programme of activities including but not exclusively: helping with homework, reading, drawing, playing board games, crafts, music, drama, cooking and at times outdoor activities. Children will not be allowed to leave the Club area to play outside unsupervised. Please note no mobile phones or tablets are allowed in school.
12. Staff will be responsible for the care and management of children, treating them with respect at all times.
13. Where numbers dictate, there will be two members of staff in attendance at any time and legal guidelines relating to the adult/child ratio will always be adhered to (except at handover periods).
14. All children are expected to behave well, show respect, to be polite, to look after equipment and resources, to be co-operative and courteous to staff and to each other.
15. Children who do not behave well or do not show respect for staff or each other may be excluded from the Club – either permanently or temporarily depending on the circumstances.
16. You must confirm your child/children's sessions at The Club by the end of each Thursday for the following week. **You will be charged for these sessions even if your child does not attend for any reason.**
17. The Club welcomes staff and children from all backgrounds regardless of race, gender, religious beliefs and disability.
18. We ensure that all children and staff are treated fairly and equally and comply with the Equality Act 2010 and the Special Educational Needs and Disability Code 2014.
19. The Club is committed to safeguarding & promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Please see the school's **Child Protection Policy 2018**.
20. If a child becomes sick during his/her attendance we reserve the right to call for emergency assistance and if necessary, remove him/her to hospital.
21. The Club will not be liable for loss of property brought onto the premises by parent/carer or child.
22. The Club is covered by the primary school's insurance.
23. At the end of the primary school day, Reception and Year 1 children will be taken directly into the Club by a school staff member and released to an After-school Club staff member. Year 2 -Year 6 children will make their own way within the school building to the After-school Club area. A registration process at the start of each session will ensure all children are accounted for.
24. In the event of a parent wishing to make a complaint, this should be made in the first instance to a member of Club Staff.
25. Once a Registration Form has been completed and returned to school your child or children will be registered with our service until Club Staff are informed otherwise.

September 2019

26. Parents are asked to show agreement with these Terms & Conditions by completing and returning a signed copy to the school.

27. These Terms & Conditions cancel and supersede those dates October 2018.

I have read, understood and agree to comply with the Terms & Conditions of The After School Care Club:

Name of child

I have completed an After School Care Club Registration Form and Booking Form: Y/N

Parent/ Carer Signature:

Name in full: Date:

(You will receive a copy of these Terms & Conditions)