

Kirkstall St Stephen's Before and After School Parent and Carers' Terms & Conditions Handbook

Updated May 2022



Contact details:

✉ beforeandafterschoolclub@kirkstallss.net

☎ 0113 3821960 (Office hours 8.30am-4.00pm)

Opening hours:

Monday – Friday term time only

Morning: 7.30am-8.55am

After school session 1: 3.25pm-4.30pm

After school session 2: 3.25pm-5.30pm

About St. Stephen's Primary's Before and After School Club

Our before and after school club is registered with Ofsted through Kirkstall St. Stephen's Primary School.

The Club is available to children from Reception to Year Six who attend Kirkstall St. Stephen's Primary School and is open from 7.30am for Breakfast Club and until 5.30pm for After School Club. The club is only open during term time.

Aims

At our before and after school club we aim to support working parents by providing before and after school care as well providing a fun, safe, secure and relaxed play and learning environment, offering a range of activities to reflect the interests of the children in our care.

Where are we based

Entry and exit to provision are via bottom gate to the Pre School. Parents are asked to press the buzzer and a member of the team will respond to you.

The club will use the Pre School area and the school hall and if weather permitting two playgrounds adjacent to Norman Street.

What we offer

Children at our club enjoy a wide range of activities, both indoors and out. The children are free to choose activities and resources as they wish. There will always be a selection of activities and resources available, including craft, board games, construction, physical play, cookery, Lego, playdough and reading.

For outdoor play we have equipment such as footballs, bats and balls, basket balls, tennis sets, hula-hoops and soft frisbees. There will also be provision for children who wish to complete their homework in school they are able to do so.

We also aim to listen to the feedback from the children to tailor the activities to ones they enjoy.

What we provide

All children who attend the breakfast club will be offered breakfast, with a choice of fruit, cereal bars and toast, along with juice, water or milk, and activities and games are provided for the remainder of the morning before the school day begins. We meet individual dietary and allergy requirements as specified by parents.

Children in after school club will be offered a light tea/ snack. This will include pizza, pasta, sandwiches, crumpets, fresh fruits and raw vegetables prepared fresh on site every day. Juice and fresh drinking water are available at all times.

Administration/Safety

Messages for Breakfast and After School Club can be left via the club email address: beforeandafterschoolclub@kirkstallss.net . Please note the email address is checked by club staff once a day, not continuously. Should your enquiry or message need an urgent response please call the school on **0113 3821960** during school hours (8:30am to 3:30pm).

If you have a query or concern at any time, please speak to a member of staff at the Club when you collect your child. If you prefer to arrange a more convenient time for a meeting, please contact the manager via the school office or email beforeandafterschoolclub@kirkstallss.net

Policies and Procedures

All policies adhered to are those of the school, to maintain consistency of practice.

The named persons for Safeguarding and Child Protection are Mr Philip Sheppard (Designated Safeguarding Lead), Mrs Lisa Mosley and Miss Zoe Barnett.

Please raise any concerns you have immediately with these staff.

Key points of the main policies are included in the sections below. Copies of the full terms and conditions and booking forms are also included in the appendices. These must be signed by all parents who register their children with the club before they can attend. Documents are also available to view on the school website and via the school office if required.

Club Policies, Procedures & Terms & conditions

Registering with our Before and After School Club

All children MUST be registered before they can be offered a place in any of the Before or After School Club sessions.

Please ensure that you have completed the **Registration Form and agree, by signature, to this Handbook/Terms & Condition** document for your child/children, prior to their first visit. Please return this signed document to the Before and After School staff/ school office. These are valid for the duration of your child's time at the school.

Please let the Before & After School staff know if you need to make any changes to your registration details, for example, change of address, telephone number or contacts or changes to medical needs.

We will always keep you informed of any changes to the club rules and terms and conditions.

Booking and Making Payment

All bookings and payments **MUST** be made half termly **IN ADVANCE**.

Fees are applicable for the place and not for attendance.

This means that should your child be absent due to ill health or any other reason, you will not receive a rebate/ reduction in fees.

This includes any after school activity clubs that your child participates in.

You will not be charged for training days or bank holidays.

Should there be any unusual circumstances for example if the country should go into another lockdown or a snow day, then we will make an exception to this and refund/ remove the charge for the days affected.

Payment with credit/debit cards

All bookings and payments should be in advance. Payment for places should be made at the time of booking on the School Spider App and paid for in full.

Payment by childcare vouchers or HMRC salary sacrifice scheme

If you are in receipt of salary sacrifice childcare vouchers or the HMRC scheme, please make your bookings in advance via the school office using the **new form** (appendix 1) at the end of this document.

Ad-hoc booking

All extra one-off sessions can be booked if there is availability and **MUST** be paid for at the time of booking, via the App or with childcare vouchers.

Children who are not registered and have not booked and paid for the Before & After School Club sessions will not be accepted to the session and arrangement should be made to collect them from school at 3:25pm.

Making and amending bookings

Changes to existing (permanent) bookings can only be made at the end of each half term and are subject to availability.

Payment of Fees

The fees per session, including sibling rates are as follows:

Session	Cost
Breakfast Club	£5.00
After School Session 1 (until 4.30pm)	£6.00
After School Session 2 (until 5.30pm)	£8.00

Fees will be reviewed on an annual basis in September.

If fees are not paid you will be notified by letter giving 7 days' notice to pay. If payment is not then received, the child/children will be removed from the Breakfast and After School Club register and the debt will be sent to Leeds City Council to recover.

Fees are applicable for the place, not for attendance.

Signed registration forms must be received by the club before a place can be allocated.

Insurance and staffing

We have extensive insurance cover - full details of insurance are available upon request.

All of our staff have significant experience of working with children and undertake professional development training. All staff members have appropriate DBS checks. We maintain a staff/child ratio of 1:8 for children under the age of eight, and a ratio of 1:10 for children over the age of 8.

Termination/Cancellation Charge

The notice period for change or cancellation of your bookings is half termly. Any changes should be made before the last day of the preceding half term and can only be agreed if there is availability for the new sessions if required.

Informing Club

It remains solely the parents'/carer's responsibility to inform school of any changes e.g. address/ mobile number, other contact information, medical issues, etc. It is vital that you keep us up to date with these details.

Older siblings are permitted to collect from the after-school club as long as parents/carers personally hand in permission in writing.

Arrivals and Departures

We will only send children home with the named contacts provided on your child's registration form. If a different person will be collecting your child on a particular day, you must notify us. Children will not be released into the care of a person unknown to us without Parents'/Carers' authorisation.

Late Pick up

If you are delayed in collecting your child for any reason please contact the school office during office hours (8.30am-3:30pm), or 0113 2749338 (BAASC office) to let us know.

After school club closes at 5:30pm.

Any delay to collection after this time will be charged a one-off late collection fee of £10 and £5 for every 10 minutes after 5:30pm.

If your child has not been collected by 6.30pm, and the club has been unable to contact you (or the adult responsible for collecting your child) the club will follow our Children Left in

School Policy and contact Children's Services.

Child Protection and Safeguarding

We do our utmost to create a safe environment for all children. We comply with local and national child protection procedures and ensure that all staff are appropriately trained. For more details, see our **Safeguarding Policy** accessible via the school website.

Equality

Our Club provides a safe and caring environment, free from discrimination, for everyone in our care including children with additional needs.

- We respect the different racial origins, religions, cultures and languages in a multi-ethnic society so that each child is valued as an individual without racial or gender stereotyping.
- We will challenge inappropriate attitudes and practices
- We will not tolerate any form of racial harassment or discrimination

Equal Opportunities

We make every effort to accommodate and welcome any child with additional needs. We will work with parents and carers, and relevant professionals to fully understand your child's specific requirements. We will endeavour to accommodate all children of all abilities, whilst working within the club's limitations. Each case will be considered individually and risk-assessed to ensure everyone's safety.

Our staff training programme includes specific elements relating to children with special needs. For more details on equal opportunities and special needs, see our **Equal Opportunities and SEND Policies**.

General Information

Behaviour (children)

The same standards of behaviour are expected at the club as we expect in school, whilst the atmosphere is more relaxed and homelier we still expect the children to be polite, courteous, helpful, considerate and kind. This is in keeping with our school aims of: 'Trust, respect & thankfulness'. We have a clear **Behaviour Policy**, a copy of which is available to all parents and carers and can be found on the school website.

The club promotes an atmosphere of care, consideration and respect for everyone attending: children, staff and visitors. We encourage appropriate behaviour through praise for good behaviour; emphasis on co-operative play and sharing; talking to children with the courtesy that we expect from them and engaging children in activities.

The club has procedures for dealing with unacceptable behaviour. We recognise that poor behaviour can occur from time to time for reasons that are not always evident, or as a result of additional needs. We will try to be flexible in order to accommodate such cases. However, if your child is violent, or if their behaviour poses an immediate danger to themselves or others, we will require you to collect them from the club immediately. In exceptional circumstances, and only when all other attempts at behaviour management have failed, we

reserve the right to permanently exclude a child from the club.

Behaviour (adults)

We will not tolerate from any person, whether a parent, carer or visitor: bullying; aggressive, confrontational or threatening behaviour; or behaviour intended to result in conflict. Our club is a place of safety and security for the children who attend and the staff who work here, and we reserve the right to remove anyone exhibiting inappropriate behaviour from our premises.

Illness

We are unable to care for children who are unwell. If your child becomes unwell whilst at the club we will contact you and ask you to make arrangements for them to be collected. Please inform the school of any infectious illness your child contracts. If your child has had vomiting or diarrhoea, please do not send him or her to school and/ or the Club for 48 hours after the last bout of illness.

Accidents and Illness

Every precaution is taken to ensure the safety of the children at all times and the club is fully insured. Our staff are trained in first aid and a first aid kit is kept on the premises. If your child has an accident whilst in our care, you will be informed when you collect your child. We reserve the right to administer basic first aid and treatment when necessary. For accidents of a more serious nature, involving hospital treatment, all attempts will be made by Breakfast and After School Club to contact parents, but failing this, we are authorised to act on behalf of parents and authorise necessary treatment. In line with the school's Supporting Children with Medical Conditions Policy, asthma inhalers are kept in a central area within the club in named containers. We do not encourage the administration of medication to children by club staff, however if your child has a specific individual medical need please contact the Club staff and procedures will be followed in line with the school's Medical Conditions Policy. A copy of the School Medical Conditions Policy can be found on the school website. If your child is suffering from any infectious diseases or illnesses, they will not be permitted to attend club in an effort to control the spread of these within the setting. Guidance on exclusion periods is in line with the Health Protection Agencies Guidelines.

Medication

Please let the Club staff know if your child is taking prescribed medicine. If your child needs to take medicine whilst at the club you will need to complete a permission to administer medication form in advance.

Parents will also need to ensure that the club is supplied with an additional inhaler or epi-pen to meet any needs that may occur at club.

This is because children will often need to have instant access to these medicines during the club. We do not have the capacity to use those medicines which are already in school.

Liability

We accept no responsibility for any financial loss suffered by parents, arising directly or indirectly, as a result of the Breakfast and After School Club being temporarily closed or the non-admittance of your child to the Club for any reason. This applies to absence due to sickness, holidays or cancellation of any after school activities. We accept no responsibility for children whilst in their parent's care on the premises, i.e. prior to arrival or after pick up. We

will not be liable to parents and/or children for any economic loss of any kind, for damage to the child's or parent's property, for any loss resulting from a claim made by any third party or for any special, indirect or consequences loss or damage of any kind.

We will make reasonable endeavours to keep parent's and/or children's property in good order. Liability for damages of such property is excluded except where caused by our negligence.

General Information

Parents are requested to inform the club of any special needs their children have, including physical or medical needs, also of any foods, medicines or activity or any other circumstances that may cause the child to have an allergic reaction. Parents must provide details in writing of the severity of the reaction/allergy and must continue to inform the Club of any changes/progress to the condition in writing once they become aware.

If a child has a toileting or personal hygiene incident this will be dealt with as discreetly as possible. Two members of staff will always be present. There is an expectation that children can use the toilet themselves before they start school and this is the expectation at our club. If a child has a persistent toileting problem the staff may contact parents to discuss this in confidence and in exceptional circumstances places may have to be withdrawn.

Data Protection

The Before and After School Club will comply with the Data Protection Act of 2018 and will be fully compliant with the General Data Protection Regulations (GDPR). The personal information that we collect about you and your child is used only to provide appropriate care for them, maintain our service to you, and communicate with you effectively. Our legal basis for processing the personal information relating to you and your child is so that we can fulfil our contract with you. Any information that you provide is kept secure. Further details are available on the school website or via the school office

Complaints Procedure

If you have any queries, comments or need to discuss any matters concerning your child, please feel free to speak to the any other member of staff. For more specific queries, please see either Mr Sheppard (Headteacher) or Miss Barnett (Deputy Headteacher). All written complaints will be acknowledged within 3 school days of receipt and a full written response will be given within 15 school days. A full copy of our **Complaints Policy** is available via the school website.

Pledge to Parents

We value our relationship with parents/carers and are committed to working in partnership with you to provide top quality play and care for your children. We will:

- Welcome you at all times to discuss our work, have a chat or take part in our activities.
- Keep you informed of opening times, fees and charges, programs of activities, and procedures.

- Be consistent and reliable to enable you to plan with confidence and peace of mind.
- Share and discuss your child's achievements, experiences, progress, and friendships.
- Be available to discuss decisions about running the club.
- Ask your permission for outings and special events.
- Listen to your views and concerns to ensure that we continue to meet your needs.

Agreement

These terms and conditions represent the entire agreement and understanding between the parent and I Kirkstall St. Stephen's Primary Breakfast and After School Club. Any other understandings, agreements, warranties, conditions, terms or representations, whether verbal or written, expressed or implied are excluded to the fullest extent, permitted by law.

We reserve the right to update/amend these terms and conditions at any time. One-month notice will be given of any changes made.

See below for the appendices.

*** PLEASE KEEP THESE TERMS AND CONDITIONS FOR FUTURE REFERENCE***

**I agree to adhere to the terms and conditions of St. Stephen's Primary
School Breakfast and After School Club – September 2022**

Parent/Carer name:

Name(s) of child/children attending Breakfast and After School Club:

.....

.....

Parent/Carer Signature:

Date:

Appendix One – Registration Form

Parent/Carer details	
Parent/Carer's name:	
Home address:	
Home phone number:	Mobile number:
Work phone number:	
Email address:	
Parent/Carer's name:	
Home address (if different from above):	
Home phone number:	Mobile number:
Work phone number:	
Email address:	
Other named adults who are permitted to collect your child/children from the club	
Password to be used by named adults who are unknown to club staff:	

Child/Children's details	
Names	Class
Child one:	
Child two:	
Child three:	

Emergency contact details

1st Emergency contact

Name:	Address:
Relationship to child/children:	Emergency contact phone number:

2nd Emergency contact

Name:	Address:
Relationship to child/children:	Emergency contact phone number:

Payment information

Please tick to indicate your preferred method of payment:

- 1. Childcare voucher:**
Name of childcare voucher provider:
- 2. Bank transfer BA:**

Please note payment will be processed via our payment App.

Please indicate below any dietary requirements:

--

Please indicate below any existing medical conditions and/or allergies and for which child if you are registering more than one child:

--

--

Any other information you may feel may help us in caring for your child(ren):

--

Please indicate Yes or No to the statements below:

I agree to club staff administering first aid to my child	Yes/No
I agree to my child appearing in club photographs	Yes/No
I agree to club staff supporting my child to administer sunscreen	Yes/No

Parent/Carer's signature:

Date:

Appendix 2-

Booking form for payment by Childcare Vouchers or HMRC salary sacrifice scheme

Child/ Children's name and class:

Breakfast Club (please mark the days required)

Week commencing	Monday	Tuesday	Wednesday	Thursday	Friday

After School Club (please mark 4:30 or 5:30 for the days you require)

Week commencing	Monday	Tuesday	Wednesday	Thursday	Friday

- I am paying with childcare vouchers.

I use (name of voucher provider)

For those using HMRC scheme please insert your ID number here:

I agree to payment with these vouchers half termly in advance and will make the transfer to the school no later than Friday 9th September 2022.

Parents name:

Parent signature:

Date: