

# Adel Primary Out of School Club

## Terms and Conditions

The following terms and conditions are in place to support the administration of Out of School Club and to ensure the safety of the children attending.

### Administration/Safety

- If you need to speak to someone urgently during club hours, please call the school on 0113 2301116 ext 5.
- All children must be dropped off and collected by a parent/carer and will be signed in and out by a club member of staff.
- All children attending Morning Club must be accompanied into the school building by a parent/carer to ensure that they are registered safely.
- Children attending After School Club must be collected by an adult by 6pm Monday to Thursday and by 5pm on a Friday. Please contact us on 0113 2301116 if you have an exceptional circumstance that makes you late collecting your child. **Late collections will incur a charge of £5.00 for every 10 minutes the child is still in after school club after the stated closing times. This is to cover costs of staff that will need to stay to ensure the child is collected safely.**

### Admissions

Admissions to the club are offered in the following order of priority:

- Existing children attending club
- Siblings of children already attending club
- New and existing children attending Adel Primary School
- New and existing children attending Adel Primary School Nursery

If the club is at maximum capacity, your child can be added to our waiting list and we will inform you when a place becomes available.

Please note: You are required to renew your child's registration to Out of School Club every academic year. **Renewal for Out of School club year does not happen automatically.**

### Bookings

- All bookings must be made through <https://adelprimaryschool.magicbooking.co.uk/>
- All bookings are subject to availability.
- The person making the booking accepts the booking conditions on behalf of the account holder
- All bookings must be paid for at the time of booking unless card instalment plan is selected at time of booking or you are paying by childcare vouchers/ tax free childcare.

### Cancellation Notice and Charges

- It is the account holder's responsibility to cancel sessions.
- Any booked sessions which are not attended are still charged unless 28 days' notice is given.
- We are not able to swap sessions unless 28 days' notice is given.
- Any booked sessions which are not attended will still be charged.
- All bookings must be made prior to arriving onsite.

# Adel Primary Out of School Club

## Fees

- Fees are payable **one month in advance** and are applicable for the place, not for attendance.
- We accept Childcare vouchers, Tax Free Childcare scheme, standing orders and card payments. **(WE NO LONGER ACCEPT CASH or CHEQUE PAYMENTS)**
- When paying by childcare vouchers or Tax free childcare, please use your child's name and 10293 as the payment reference.
- If payment is not received, the child(ren) will be removed from the Out of School Club register.
- All extra sessions **must** be paid for at time of booking.

## Insurance

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

## Termination/Cancellation Charge

A notice period of 28 days is required to cancel or alter a child's session. You can withdraw your child at any time however payment in lieu of notice is charged.

## Informing Club

- It remains solely the parents'/ carer's responsibility to inform club 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 using magicbooking.
- Staff will only relinquish the care of your child (without exception) to the people you have identified on your registration forms as being able to collect them. Therefore, if you require anyone other than those specified on your registration forms as being able to collect them you must inform the club in advance of this change of collection arrangement.

## Child Protection

Procedures regarding Child Protection will be followed in line with the school's Child Protection Policy, a copy of which is held in club and is available on the school's website.

## Positive Behaviour Policy

The school's behaviour management policy is adhered to in Out of School club and is in place to maintain a safe and happy atmosphere for all of its members. Should a child be behaving inappropriately then staff will inform you when you come to collect your child. We will politely request that you address any concerns that the staff raise with your child. If we believe that your child's behaviour is having a negative impact within the clubs setting, we have the right to ask you to withdraw your child from the club without any prior notice.

## Liability

- We accept no responsibility for any financial loss suffered by parents, arising directly or indirectly, as a result of the Out Of 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 parents 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.

## Adel Primary Out of School Club

- 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.

### Accidents and Illness

- 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 Out Of 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 Medical Conditions Policy, asthma inhalers are kept in a central area within club in named containers. A copy of the School Medical Needs Policy is held in club.
- 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.

### Safeguarding/Security

- Under no circumstances will children be allowed to leave the club with anybody unknown to staff unless the parents have previously arranged this. If a parent has made alternative arrangements by telephone, the club will require the name, address and telephone number of the person permitted to collect the child and proof of identity will be required upon arrival at the club. A list of responsible adults who are authorised to collect the child should be given on the registration form. **A password must be set up at the time of registration and will be required, along with a signature on collection, from unfamiliar adults.**
- If your child attends breakfast club you must accompany them into the main school reception area. Your child will be greeted at the door by the out of school club manager. Please do not leave your child unattended until you have handed them over to an adult.

### General Information

- Parents are requested to inform the Club using the magicbooking site, 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 of the severity of the reaction/ allergy and must continue to inform the club of any changes/ progress to the condition in once they become aware.
- If a parent or child has any complaint with regards to the club or its staff, the school's complaints procedure will be followed. A copy of the complaints procedure is available in club and on the school website.
- If a child has a toileting or personal hygiene incident this will be dealt with as discreetly as possible. We will follow the school's intimate care procedures as outlined in the intimate care policy when supporting children with personal hygiene. A copy of which can be found on the school website. 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 Club Manager may contact parents to discuss this in confidence and in exceptional circumstances places may have to be withdrawn.

### Parent abuse of staff

- The threat or use of physical violence, verbal abuse, intimidation or harassment towards our staff is likely to result in the termination of all direct contact. Such incidents may be reported to the police and this will always be the case if physical violence is used or threatened.

# Adel Primary Out of School Club

## **Data Protection**

- Out of school club collect personal details for you and your child to register and enable us to process your booking. It is your responsibility to ensure that you have the necessary permission to pass on the personal details of everyone required.

## **Agreement**

- These terms and conditions represent the entire agreement and understanding between the parent and Adel Primary Out of School Club. Any other understandings, agreements, warranty's, 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 anytime. Two months' notice will be given of any changes made.