



Long Sutton After School Club

Terms and Conditions

Opening times:	Mon - Friday 3.30 - 5.45pm Long Session 3.30 - 5.00pm Short Session (Door's closed at 6pm)
Cost:	£9.50 long session per child per day £7.50 short session per child per day £10.00 for ad hoc long session £8.00 for ad hoc short session £11.00 2 & 3 yr old long session £9.00 2 & 3 yr old short session
Sibling discount:	1 st sibling pays £8.50 for a long session £6.50 for a short session. Subsequent siblings pay full price
Bookings:	Places are booked on a regular basis, once your place has been confirmed, these days are guaranteed, until you give 6 weeks notice in writing that you wish to permanently cancel or amend your days, sessions are payable a half term in advance. <p style="text-align: center;">Or</p> An Ad-hoc session can be booked and paid for on a daily basis, these places are however subject to availability and the child being registered.

The cost includes a light nutritional snack, packed Tea can be provided.

Enquires or booking please contact the school office on 01458 241434

during office hours 09:00-18:00 only.

ALL ABOUT US

OUR AIM is to provide a safe, supervised and stimulating fun environment for the children, as well as a reliable childcare service to parents. The children have a chance to relax and enjoy themselves with a free choice of games and fun play opportunities both inside and outside. There is a dedicated outside area which offers exciting challenges for boys and girls and during the warmer months the children can access the school pool. In addition to cookery and a creative area, board games and toys, sports equipment and activities, construction and role play. Homework is encouraged if requested.

REGISTRATION

In accordance with the Children Act 1989, every child attending *Long Sutton After School Club* must be registered with us. To secure a place at the Club, we request an administration fee of £10.00 per child, which will only be refunded to you if your child is not offered a place.

BOOKINGS: Can be made on a regular basis. Once your days are confirmed, these sessions are guaranteed until such time as you give **6 weeks** notice in writing that you wish to permanently cancel or amend. If you fail to comply with these requirements then six weeks of fees will be payable in lieu.

Invoices are to be settled on a Half Termly basis. Ad-hoc bookings are payable on a daily basis. If payment is not received by the invoice due date then a £10 fee will be applied. If payment is still not received within 2 weeks of the invoice due date, then your child's membership with Long Sutton After School club maybe revoked. Cheques should be payable to Long Sutton C of E V A Primary School

Please note that should your child be ill or away on holiday we cannot offer a refund. This includes attendance at School run extracurricular activities. The club accepts no liability for any pecuniary or other loss suffered by you arising directly or indirectly as a result of the non-admittance of your child to the club.

LATE COLLECTION CHARGE: After 5.50pm a charge will be enforced of £2.00 for each 5-minute period entered past this time. Increase to £5.00 after 6.00pm.

SCHOOL RUN CLUBS COLLECTION: The Long Sutton After School staff may collect your child from school run clubs, parents must put the request in writing for consideration by the supervisor who will endeavour to meet your requirements, this is subject to availability. (Please ensure you have also notified the school of pick up arrangements)

CANCELLATIONS: As a matter of courtesy please telephone the school office

ADMISSIONS POLICY: *The after school club is open to all children attending Long Sutton Primary School and children from 2 years old at Toy box pre-school. A more comprehensive Admissions Policy is available upon request.*

Children must be collected at the agreed time. Our club closes at 5.45pm (doors close at 6pm sharp) each day, so please respect the rights of our staff members in this matter.

The Supervisor must be informed of and, where possible introduced to any other adult who may accompany your child (ren). If your child (ren) is NOT collected by 5.45pm, your emergency contact may be asked to collect them on your behalf.

Adults collecting any child (ren) must present themselves to a staff member and sign and indicate the time of collection on the register before removing the child (ren) from the site. It is important that we know which children are on site at any given time. (NB: For purposes of these conditions, the "SITE" MEANS ANY AREA OF THE PREMISES, BOTH INSIDE AND OUT)

Unless it is requested, or optional as part of an activity, children should not bring toys, games, or valuable items onto the site. We will not accept responsibility for any such items.

Children will be playing in their school uniform, so you may wish to send suitable play clothing. We will not accept responsibility for loss of, or damage to clothing. **Lost Property** will be kept for a period of 2 weeks if it is not collected then will be disposed with.

BEHAVIOUR POLICY: It is our aim to promote positive behaviour via role models, praise and encouraging children to take ownership of the club. However, we do have procedures to deal with persistent inappropriate behaviour which can be found in our full policies...

MEDICATION: We are unable to administer medication to a child unless it is a prescribed medication that allows the child to participate in daily activities within school, e.g.: Epi-pen or an inhaler. Parents should complete a „Permission to administer medication“ form and it is their responsibility to ensure that the medication has not exceeded its expiry date.

CHILD PROTECTION: The Club has a duty to ensure that the child's welfare is paramount at all times. If we have any concerns we shall report them in accordance with our Policies & Procedures, which are available for your inspection. All staff has Enhanced Criminal Record checks carried out and two relevant references taken. All information given to staff will remain confidential in line with the Data Protection Act.

SPECIAL REQUIREMENTS

Parents are requested to inform the supervisor in writing of any food, medicine, activity or any other circumstances that may cause the child to have an allergic reaction/allergy. 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, when they become aware. Parents are requested to inform club of any changes to all information kept at the club.

EQUIPMENT: We encourage the children to take ownership of the equipment at club and they are involved with choosing the equipment we purchase and activities which are child directed. If children do not respect the equipment and premises we may ask the parent/guardian to replace the said item.

QUALIFICATIONS: Supervisors hold a level 3 in Playwork or relevant qualification and receive training in First Aid, Safe Guarding, Food Hygiene and other relevant training. They are supported in their role by a suitably qualified Playworkers.

EQUAL OPPORTUNITIES: We are fully committed to caring for children with Equal concern and regard to their Religious Persuasion, Racial Origin and Cultural Background as well as Gender or Special Needs. Long Sutton After School Club is an **Equal Opportunities Employer**.

POLICIES & PROCEDURES: Health & Hygiene, Child Protection, Complaints, Partnership with Parents, Accidents, Special Needs, Suitable person, Safety, Organisation, Care & Learning, EYFS, Documentation.

OFSTED

Long Sutton After School Club is registered and inspected by Ofsted ref: 123835 (to be quoted on Childcare Tax forms). We hold Public Liability Insurance.