

Long Sutton Breakfast Club

Terms and Conditions

Opening times:	Mon - Friday 7.45am - 8.45am
Costs:	
Session 1	7:45am onwards including breakfast - £4.00 Sibling Discount - £3.50
	2 & 3yr olds from 07:45 including breakfast - £5.00
Session 2	8.30am onwards - no breakfast £1.00 each

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 half term in advance.

Or

An occasional session can be booked and payable on a daily basis (Subject to places being available and the child being registered)

Enquires or booking please contact the School Office on 01458 241434

OFSTED

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

Last updated September 2023

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.

REGISTRATION

In accordance with the Children Act 1989, every child attending *Long Sutton Before School Club* must be registered with us.

ADMISSIONS POLICY: *The Before 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 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.

BOOKINGS: Can be made on a regular basis. Once your days are confirmed, these sessions are guaranteed until such time as you give **six 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. Accounts are settled on a Half Termly basis. Short-term bookings are payable on a daily basis. If payment is not received by the due date a £10 fee will be applied. Cheques should be payable to Long Sutton C of E VA Primary School

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

Please note that should your child take ill or be away on holiday we cannot offer a refund. This includes attendance at School run extracurricular activities. Should the Club close due to conditions beyond our control, or for missed sessions due to bank holidays, again we cannot offer a refund.

The club accepts no liability for any pecuniary or other loss suffered by you arising directly or indirectly as a result of the Club being temporarily closed or the non-admittance of the child to the club.

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 Before 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.