



Conker Club Terms and Conditions

Parents and Carers wishing to use the clubs are asked to carefully read this information and terms and conditions. Terms and conditions are reviewed yearly.

1. The Clubs

Conker Club provides Breakfast and After School provision and are run by Little Sutton staff who may also have roles in school during the day. In this way we are able to offer a consistency and continuity of provision as the staff and children know each other well and share the same core values as are enjoyed during the school day. Children can join in with the planned activities, take time to read or do their home learning or access independent play. The clubs aim to be flexible and reasonably priced. Children have a choice of breakfasts and snacks.

Our Breakfast Club is run on a drop in basis and there is no need to book in, however After School Club places must be booked in advance to ensure we have the correct staffing levels to enable us to fulfil our safeguarding expectations. Cancellations must be made in line with our terms and conditions otherwise unattended booked sessions will be charged for.

Conker Club is committed to safeguarding and promoting the welfare of children. To achieve our commitment, we will ensure continuous improvement and development of robust safeguarding processes and procedures that promote a culture of safeguarding amongst our staff and volunteers.

- Aims
- To provide childcare before and after school care.
 - To offer a safe, secure and friendly environment in which children can enjoy a breakfast and afternoon snack served in a relaxed and supervised environment.
 - To promote healthy eating by providing a nutritious breakfast and healthy snack.
 - To provide a calm play environment in which children can engage socially with children from other year groups, therefore strengthening relationships in the school community.

2. Staff

All our staff are DBS checked and there is a First Aid Trained member of staff on duty in every club. Some staff have completed food hygiene training.

Staff Team:

Donna Graham – Conker Club Manager and Teaching Assistant

Denise Hadley – Playworker & Kitchen Assistant

Emma Jarvis – Playworker

Alison Thomas – Playworker

3. Conker Club Emergency Contact

The direct dial number for the above is: 07395 286433 The phone will be checked for messages at various intervals during the day. If you need to speak to someone during the school day, please contact the school office: 0151 312 8338.

4. Opening Hours

The clubs are held in the school hall. The Breakfast Club is open from 7.45am - 8.55am. The After School Club is open from 3.15pm – 5:45pm. Clubs are run term time only and there may be exceptional days throughout the year when the After School Club may not be open, have different opening and closing times or a change of venue within school. Parents and carers will be notified of these as soon as possible.

5. Arrival and Departure for Breakfast Club

For parents using the Breakfast Club, we ask that you do not park in the staff parking spaces but where possible park outside on the residential road, walk your child into the club, sign them in (if dropped at the school door a member of staff will sign them in) and confirm with the staff member whether or not your child is having breakfast. Please do not allow your children to come into Breakfast Club without an adult. Children will be sent through the school to classes at the end of breakfast club by club staff.

6. Arrival and Departure at the After School Club

Children be sent to the school hall by their class teacher, younger children may be collected by a club staff member/older peers during their first term in school or until they are confident to move through the school independently. Parents and carers of any child without a booked place will be contacted by the club manager. Once children have arrived at club a daily register is completed, any children that have been booked in but are not present will be located. Parents and Carers collect their children from the school hall via the front entrance.

7. Parental/Carer Involvement

The Breakfast and After School Club's aim is to provide a safe, stimulating and caring environment where children and parents are welcome and valued. We believe that it is important to work together with parents to ensure their children's best interests are met. The After School Club staff are always happy to discuss any parental concerns at the end of their child's session. It will be the aim to resolve any concerns quickly by the club staff. A copy of the school's complaints policy can be found on the website.

8. Contact Details

Parents/carers should fill out a Registration Form on their child's first session at either of the clubs. This form allows us to gain important information about your child's contact details, health and wellbeing. Registration forms are available from the school office, Conker Club and the school website. All information about your child's details are kept in a locked cupboard. Only the authorised staff will have access to these details.

9. Payment

BREAKFAST CLUB The current fees are: £4.00 per session

AFTER SCHOOL CLUB The current fees are: £7.50 per session.

Late Collection: If a child booked in are collected late, there will be £15 charge applied to the session cost. Please be aware staff are only employed until 6:00 pm.

Club attendance will be put onto the school payments system by the club manager once the week has finished. Parents should pay for all sessions through this on-line system, no cash payments are taken by the school. These payments should be made as soon as possible. If a charge remains unpaid for more than 4 weeks, then Conker Club will follow the School's Debt Recovery Policy. At this point Conker Club reserves the right to exclude a child from attending future sessions, until the debt is settled.

10. Booking System

Bookings are not necessary for Breakfast Club, however booking for After School Club is required and must be in advance. All parts of the booking form need to be completed for it to be processed. Please note there is a limit on the number of places in both clubs which are allocated on a first come first served basis. Block bookings can be taken in advance. Cancellations for booked After School Club session must be made 2 weeks in advance to avoid being charged. Please contact Conker Club by phone on 07395 286433 or e-mail Conkerclub@littlesutton.cheshire.sch.uk. To book a place you can call the above number or e-mail. For a first booking, please complete the booking/registration forms with all contact details. The forms are available from the school office and on the website.

11. Late Collection/uncollected child

Please notify Conker Club by calling 07395 286433 if you are unable to pick up your child on time.

If a child is not collected, then the club manager will use the information on the child's registration form to try to contact one of the key contacts listed. Should she be unable to contact any one listed then she will seek advice from the schools Safeguarding team.

12. Security

For security and safeguarding purposes if any person other than a parent is collecting a child the parent must notify Conker Club by phone on 07395 286433. Adults collecting any child/children must present themselves to a member of staff.

13. Sickness

If your child has been ill through the school day or there has been an emergency and they cannot attend the booked After School Club session this session will still be charged. If a child is showing signs of being unwell whilst they are in the After School Club, staff will notify the parent/carer and ask them to collect their child. If a child needs to be collected early, the full booked session will be charged for. Staff at the club cannot administer any form of medication unless the parent/carer has filled in a medication consent form. These forms are available from the school office/Conker Club and will be held in a secure file.

14. Accidents and First Aid

Sensible precaution is taken to ensure the safety of children. If your child has a minor injury whilst in our care, first aid will be carried out within the club. An injury form will be filled in by the adult who dealt with the incident and you will be informed when you collect your child. Our staff are trained in First Aid and a First Aid kit is kept on the premises.

15. Absences

If your child is absent from school and has been booked into the After School Club, please could you make the office aware that your child will not be attending the club. The booked session will still be charged unless the 2 weeks notice condition has been satisfied.

16. Valuables

We ask that children keep special items of interest to them i.e. toys and books in their school bags when they are attending the club. Inside the After School Club we have a large range of toys and books and sometimes personal items can get lost within these.

17. Behaviour

The Conker Club staff encourage the children to respect themselves and others in a relaxed, friendly environment with clear expectations and boundaries. We use the school's core values to underpin our behaviour policy. A copy of the behaviour policy is available if required.

18. Refreshments

The clubs are nut free. Breakfast and snacks are available daily. We meet individual dietary requirements and parental preferences wherever possible. We recognise the importance of healthy nutrition for children and for it to be delivered in a calm and friendly environment. Drinking water is available at all times.

19. Parental Conduct

To ensure the best outcomes for our children, everybody needs to respect the professional relationships required in schools. Our staff work to the highest expectations of professional conduct and are held to account should their behaviour fall short of our expectations. We therefore ask that all parents frame questions and concerns in a calm and respectful manner to prevent parental behaviour becoming an issue in itself. Violence and verbal abuse towards staff members will not be tolerated and may mean your child will not be able to use our clubs.

20. School Agreement

We agree to:

- Provide a safe, stimulating and caring environment where children and parents are valued.
- Ensure that all children move safely through the school building to and from the clubs.
- Not allow any child to leave Conker Club with anyone other than the parent/carer unless they have advised us of other contacts and permission has been given.
- Notify parent/carer if your child is showing signs of being unwell making every attempt to contact one of the people listed on the Registration sheet to arrange collection of your child.
- Follow Conker Club's behaviour policy.
- Ensure opportunities are made for child initiated play.
- Ensure that all children are supervised at all times during club opening hours.

Pupil Agreement:

Pupil's attending the clubs must agree to:

- Demonstrate the school's core values at all times showing respect for themselves, adults, peers and resources.
- Tell an adult if they have a worry or concern.

21. Parent/Carer/Pupil Feedback

Conker club values the opinions of its pupils and parents. Systems will be in place, and communicated to parents/carers and pupils, to facilitate feedback.

22. Fire Procedure

In the event of a fire, children and staff will follow the normal school procedures, leaving the building in a calm orderly fashion via the closest exit. They will congregate on the far side of the rear playground. The club register should be taken outside and all names checked.

SUMMARY OF CONKER CLUB TERMS AND CONDITIONS

Booking

- Submitted booking forms need to be accurate and fully completed.
- Incomplete forms will not be processed and returned via your child's book bag.
- Bookings should be received 24 hrs in advance of the date required.
- Bookings made after this time may not be allocated a place.
- There are limited spaces available which are allocated on a first come first serve basis.
- Block bookings can be made in advance
- It is the responsibility of parents and carers to give 2 weeks notice to Conker Club of all afterschool club cancellations.

Payment

- All payments should be made via the online school payments system; cash will not be accepted.
- All payments should be made on time and no charge should be over 4 weeks old.
- Non-payment of fees may affect future bookings for either club.

Changes to Bookings

- Cancellations must be made 2 weeks in advance, or there will be a charge for the booking.
- If the child is absent on a day that they are booked into club, then a charge will still apply.

Use of Clubs

- Parents and carers need to accompany their child into the Breakfast Club.
- Children cannot arrive at the Breakfast Club any earlier than 7.45am. Staff may be present but this is to allow adequate time for setting up prior to the club opening.
- On collection from the Afterschool club parents need to sign the child out on the register.
- Children must be collected on time, there will be a set charge for late collection outlined above.
- Conker Club must be notified if a parent is unable to pick their child up on time or if another person will be collecting their child.
- Parents are asked to respect and trust the decisions made by staff and behave in an appropriate manner to all staff
- Conker Club is part of Little Sutton C of E Primary School governed by the school's local governing body.

Please be aware that we reserve the right to refuse access to this facility for any parent or carer who refuses to abide by the procedures and protocols in place to ensure the safety and welfare of our children. We also reserve the right to refuse access to this facility for any child who persistently misbehaves or behaves in a manner that puts themselves, others or property at risk of harm or damage.



DECLARATION

The parent(s)/carers of any child/ren attending Conker Club should have read and understood the information and Terms and Conditions before signing the following declaration.

Having read, understood and accepted all statements made in the Information and Terms and Conditions, I/We will comply with all the procedures.

I understand that any decisions made by Conker Club will be final.

Please sign and return to Mrs D Graham, Conker Club Manager.

PRINT IN FULL

PARENT/CARER NAME:.....

Signed..... Dated.....

Name(s) of Child/ren:.....

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