

# After school Club - 3 Bees Bold Bright Beautiful

## ST RICHARD'S C of E PRIMARY CHILDREN'S CLUB

### TERMS AND CONDITIONS

Welcome to St Richard's CE Primary Children's Club, 3 Bee's our after school provision at St Richard's CE Primary School for pupils of the school.

Our aim is to provide a safe environment with a broad range of activities that children will want to come back to. We wish you, their parents/carers, to be clear on what to expect and what is expected. The information in this document explains the terms and conditions for the club.

#### 1. Objectives

We aim to provide:

- A safe, happy environment after school, with a variety of activities appropriate for age groups Nursery to Year 6.
- Provide the staff with the knowledge and training required to provide excellent care of the children.
- Give children the opportunity to continue their education in a fun way.
- Give children a broad and stimulating range of experiences both intellectual and physical.
- Help children improve their social skills and develop good manners.

#### 2. Contact information

Email: [info@srsa.richmond.sch.uk](mailto:info@srsa.richmond.sch.uk)

Phone: Club mobile – 07880 133627 (Operating hours: 3.30pm-6.00pm).

Outside of these hours and during school hours, please ring the school office: 020 8940 7911

#### 3. Communication

We will keep the club web pages updated on our website. We will contact you as necessary via Scopay, so please ensure your email address and telephone number is kept up to date.

#### 4. Staffing

Staff working in the club are appointed and employed by St Richard's CE Primary School and have full DBS clearance.

The club comes under St Richard's OFSTED registration.

#### 5. Policies and Procedures

The club observes St Richard's C of E Primary School policies. These are available on the school website.

The club adheres to the school's Home School Agreement. We also adhere to the consents you have given for your child at school.

## 6. Timing and Pricing

After school Club: 3.30pm -6.00pm on teaching days.

There will be a choice of 3 sessions as follows:

- **Session A** - 3.30pm to 4.30pm - Cost £4.00
- **Session B** - 4.30pm to 6.00pm - Cost £11.00
- **Session C** - 3.30pm to 6.00pm - Cost £15.00

Please note, sessions **B** and **C** includes a light tea which will be given at around 5.00pm.

**On the last day of each term, when the school closes at 2.00pm, the session will run from 2.00pm - 4.30pm.**

Bookings and payments for this new provision will need to be made and paid for in advance via Scopay. The latest time you will be able to book for the day will be 12.00 midday.

We continue to monitor costs and pricing. Notice of one term will be given for any increase in price.

## 7. Admission

Bookings are to be made via Scopay. Bookings must be made by 12 midday on the day childcare is required.

If you require a place in an emergency after this time, then you will need to telephone the school office to find out if a place is available.

## 8. Your Agreement with the Club

Your agreement with us will commence once you have booked your child's place on Scopay. From this date, the terms and conditions will apply as set out in this document.

## 9. Charges

Payment of Fees: Fees are payable in advance.

**Childcare Voucher Payments:** Please speak to the school office to inform them if you wish to pay by childcare vouchers.

Any outstanding balance after the voucher payment can be made on Scopay.

**Childcare Vouchers:** Vouchers will be accepted if you have informed us in advance of your scheme provider as part of your initial booking.

**New Parents to the School:** Once you have been registered on Scopay, payments must be made via Scopay.

**Existing Parents:** parents of existing school pupils will be required to make payment via their voucher company and/or their Scopay account.

Late Payment and Non-Payment of Fees: Fees must be paid before the session takes place.

If fees are not paid on time, the club will contact you for payment. Persistent late payment of fees or non-payment of fees will result in the agreement being terminated and your child losing his/her place in the club.

You are advised to speak to the school office at the earliest opportunity if you are going to have difficulties paying fees on time.

#### **10. Refunds and Discount**

The club staff are employed and the work rotas created based upon the demand identified through our booking system. Since we are committed to these staff costs, it is not possible to offer refunds for your child's non-attendance as a result of illness, early collection, holidays taken in term time, a decrease in your booked sessions agreed during the current half term, or for any other reason apart from exceptional circumstances such as emergency closure of the club or school.

We are unable to offer sibling discount.

#### **11. Notice Period**

If you wish to cancel a booking you must get in touch with the school office. If you cancel 24 hours or longer before your booking date then we can issue a credit against your account that must be used in the term it was issued. If the cancellation is under 24 hours, the payment will not be carried forward.

#### **12. Late Collection of Children**

Please note that you must pick up your child/children **BY 6PM**. If you think you are going to be late collecting your child on the day, please phone the club phone number as soon as possible. The late collection of children causes additional staff costs for the club. The club manager has the right to make a late collection charge, based on each late collection after 6pm, calculated at £10 per 15 minutes or part thereof. Charges are added to your Scopay account and must be paid within a week in full via Scopay. Childcare vouchers are not accepted for late collection charges.

#### **13. Absence/temporary change of plan**

If your child is absent from school, we will know from the class register not to expect them in the after school club. However, if you are collecting your child at 3.30pm, please let us know by 3.15pm at the latest by emailing the school office [info@srsa.richmond.sch.uk](mailto:info@srsa.richmond.sch.uk). Any later than 3.15pm, please ring the school office on 020 8940 7911. This also applies if you are collecting your child from an extra-curricular club when your child would usually be collected from after school club.

#### **14. Food and Allergies**

Please refer to the menu on the website for information on afternoon tea provision.

Please note we are a nut free school.

Club staff will refer to information held in the school office about your child. It is very important that you keep your child's details on food allergies and intolerances up to date. Food will be served at around 5pm. If you are collecting around this time, please bear in mind that your child may not have been fed. Please do not give your child any snacks for after school as the children will be catered for.

### **15. Collecting your child**

Collection - children will be released to a known adult only who will need to sign out. You will be required to provide a password for use on occasions when a different adult nominated by you is to collect your child.

When your child first attends the club, at pick you will be asked to fill out a form to create a password for other adults who may collect your child. Collection is from the school hall. Please press the doorbell to alert staff that you are here or call the club mobile phone number.

### **16. Participation in other St Richard's Clubs**

Children booked into afternoon extra-curricular clubs at St Richard's will be collected by a member of the children's club staff. Extra-curricular clubs organised by external providers are charged separately.

### **17. Behaviour/Uniform**

Whilst we hope to create a relaxed environment, we do expect the children to behave with respect and courtesy and will adhere to the same principles and rules for behaviour as outlined in the school's behaviour policy. Persistent poor behaviour will be brought to your attention. If behaviour does not improve, the place will be withdrawn. Children are expected to wear their uniform for children's club unless there has been a Mufti day or they have attended Forest school.

### **18. First aid/Medication/Illness**

We will have a first aid trained member of staff on duty. If a child becomes ill whilst in our care or needs urgent medical assistance, we will immediately contact the adults listed in your contacts details in the order you have specified and we will deal with the emergency in line with school policy. If your child has been prescribed medication and it is necessary for him/her to have it within school and children's club hours, you need to fill in an authority to administer medication in school form (you can obtain this from the school office). Staff in the club will adhere to this form.

Reminder: If your child has had diarrhoea or vomiting, 48 hours must pass since the last bout of sickness before returning to school of the club.