



Breakfast and after school club terms and conditions

Introduction:

Parents and Carers wishing to use the clubs are asked to carefully read these terms and conditions. When you sign and submit the completed registration form, you agree to these Terms and Conditions which are incorporated into your agreement with us. Nancledra Preschool will review the terms and conditions annually. If any changes to terms and conditions occur, parents and carers will be notified of these in writing.

Our Breakfast and After School Clubs are run by Nancledra Preschool staff who also have roles in Preschool 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. A schedule of activities is planned for the clubs. Children can join in with the planned activities or take time to read or do their home learning. Children have a choice of breakfast in the morning and a snack after school. Our Breakfast and After School Clubs are popular and therefore 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 advance, in line with our terms and conditions otherwise unattended booked sessions will be charged for. Nancledra Preschool 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.

Our aims:

We aim to provide a high-quality service which meets the needs of both children and their parents and carers before and after school. For a child, this means an environment that is safe, supportive, encouraging, nurturing, a place to be with friends and make new ones, try out new activities, to relax, to have fun and enjoy. For parents and carers, this means knowing that your child is safe and happy in a

club that is reliable and offers a consistent service. We will promote healthy eating by providing a nutritious breakfast and healthy snack after school. The clubs will follow the same procedures and policies such as behaviour, as the Preschool does.

General:

- The Breakfast Club is open from 7.45am to the start of school, Monday to Friday, during term time only.
- The Breakfast Club provides a balanced breakfast (cereal, toast with topping, fruit, milk or water to drink) and activities for children before school begins.
- The last breakfast will be served at 8.10am.
- After the Breakfast Club ends the children are collected by a member of staff from Nancledra School and taken to the relevant area of the school ready for the start of the school day.
- The After School Club is open from 3.15pm until 5.15pm, Monday to Thursday and 3.15pm to 4.15pm Fridays, during term time only.
- The After School Club provides a balanced snack and activities for children after school finishes.
- There is no After School Club on the last day of the Autumn, Spring and Summer terms.
- There are no clubs available on inset days.
- Children will be accompanied to and from the clubs by a member of staff from Nancledra Preschool or Nancledra School and will be registered by member of club staff.
- Parents are allowed to drop off and pick up using the car park.
- Children should not bring their own toys, games or any other items of value into Preschool. We are unable to accept responsibility for them.
- A place may be withdrawn if the Preschool feels that the conduct of the child is unacceptable and it appears to the Preschool Manager that the continued presence of the child is incompatible with the interests of the clubs. There would be no refund of fees in these circumstances.
- In the event of severe weather, parents/carers will be informed via email . A refund of session fees will be made under these circumstances.
- Staff have completed food hygiene training.

Registration:

- Only children for whom a Registration Form has been completed may attend the Breakfast or After School club
- A register will be completed at the beginning of both sessions. Non-attendance will be investigated in accordance with normal Preschool procedures.
- In the event of over subscription priority will be given to siblings of children already attending

Bookings:

- Bookings must be made via email, or directly with the Preschool office.
- Bookings for Breakfast and After School Clubs must be made up to 24 hours in advance of use.
- If your child will not be attending a particular session that they are registered for please inform the Preschool giving at least 24 hours' notice otherwise a cancellation fee of £5.30 will be charged.

Payments:

- The charge for each morning session is £5.30 per child.
- The charge for each afternoon session is charged at an hourly rate of £5.30 per child. If your child is collected anytime between 4.16pm and 5.15pm Monday to Thursday, you will be charged for the full additional hour to 5.15pm.
- Invoices are produced monthly in arrears for the previous month, with full payment due within one week of invoice issue date. A late payment fee of £15 will be charged.
- Preschool will give one term's notice of any change in fees.
- The Preschool reserves the right to exclude children from either club if fees have not been paid and arrears are accumulating.
- Parents/carers are advised to contact the Preschool in case of any difficulties with payment for either club.
- Fees are the responsibility of the person who signed the Registration Form or who has parental responsibility for the child.

- A fee of £15 will be charged, if your child is collected later than 5:15pm on Mondays to Thursdays and after 4.15pm on Fridays from the After School Club. Persistent lateness will result in the After School place being withdrawn.

Dietary, medical needs and sickness:

- Medication can be administered in line with our Medicine in Preschool policy.
- It is the parent's/carer's responsibility to disclose any special dietary needs or medical conditions on the registration form.
- A child must not be brought to Breakfast Club if unwell.
- The Preschool reserves the right to request a parent collect their child early if they feel the child is unwell.
- Parents/Carers consent to emergency medical treatment if certified necessary by a doctor and if Parents/Carers cannot be contacted on the emergency numbers provided in time.

Safeguarding:

- Parents/Carers authorise Preschool staff to take all necessary action to safeguard and promote the welfare of the child. Parents/Carers consent to use such physical contact with children as may be lawful, appropriate and proper to provide comfort to a child in distress or to maintain safety and good order.
- All our staff are DBS checked and there is a First Aid Trained member of staff on duty.
- Staff have a duty to report any significant concerns s/he might have about the safety/wellbeing of a child
- In line with normal Preschool procedures, any changes in contact details or family situations, Court Orders or situations of risk in relation to the child for which any special precautions may be needed will be advised to the Preschool immediately.
- Breakfast and After School Club staff will be informed of sensitive issues concerning a child on a 'need-to-know' basis.
- All accidents, that staff are made aware of, are documented in an accident book and reported to Parents/Carers.

Equality:

Nancledra Preschool welcomes staff and children from many different ethnic groups, backgrounds and creeds. Similarities and differences are valued and respected and all children are treated equally. The Preschool will comply with the Special Educational Needs and Disability Act and will do all that is reasonable to accommodate the needs of children with disabilities.

Insurance:

Nancledra Preschool is covered by the Royal Sun Alliance provided by Early Years Alliance.

Loss of property:

The Preschool will not be liable for loss of property brought onto the premises by Parent/Carer or child.

Policies:

Clubs are governed by the same policies which govern Nancledra Preschool. These include Child Protection, Health and safety, Complaints, Administering of Medicine and Behaviour.