

# **Stay and Play Breakfast and After School Terms and Conditions**

## **Updated July 2024**

### **Introduction**

Stay and Play Breakfast and After School Clubs are run by Ludworth Primary School and exists to provide high quality out-of-hours childcare for our parents. It provides a range of stimulating and creative activities in a safe environment.

The club operates from 7.30am – 8.45am and from 3.15pm – 6.00pm term time only (5.30pm pm Fridays), apart from the last day of each term, when only Breakfast Club will be available.

A copy of this policy is provided to all parents of children attending the Club and is also available on the school website and the Kids Club HQ booking site.

**By creating a contract all parents agree to adhere to this policy for each child attending.**

### **Admissions**

- Contract requests **must** be made through the contract facility on the Kids Club HQ booking system.
- All parents **must** complete the registration form on Kids Club HQ for each child, with all medical and emergency details completed.
- Passwords **must** be created for each family. If the password is not known by the adult collecting then we are unable to hand the child/ren over.
- All places are subject to availability.
- Shift workers **must** still register and book onto the Kids Club HQ booking system in order to secure a place. The school office must be informed of sessions required a month in advance.

### **Attendance and Absences**

- **All** children **must** be dropped off at the Stay and Play door by their adult to complete the safe handover procedure in the morning.
- All club staff are made aware of the details of a new child.
- Children's attendance is recorded in a register.
- If a parent is collecting a child from school on a day they would usually attend club, they **must** inform the school office. These sessions will still be charged.
- If a child is sent home during school hours, Club will be informed of their absence, but sessions will still be charged.
- Sessions not attended due to illness will still be charged.
- Parents **must** notify the club via the OOSC email (oosc@ludworth.stockport.sch.uk) or through telephoning the school office of any absences.

### **Payment of Fees**

All contract bookings are made a month in advance and an invoice issued, to be paid before the end of the month of issue. Once this booking has been made any cancellations will still be charged. Any request for changes will be applied a month after the request has been made.

Payments must be made through Bank Transfer (SMBC Ludworth Primary School, Account Number 14996960, sort code 30-98-12), Childcare Vouchers or Tax-free childcare vouchers. It is a requirement of the club that parents pay their fees promptly in accordance with the payment schedule. All payments received by school via the payments mentioned will be added to KCHQ accounts once a week.

All outstanding balances must be cleared by the end of each month. The named parent on the KCHQ account is known as the 'contracting parent' and is responsible for payment of all fees.

If a parent is experiencing difficulty with payment of fees, they should contact the school office as soon as possible. Our staff will treat all matters confidentially and arrange for discussions in private.

Fees are as follows:

Breakfast Club - £5.50

Stay and Play – 3.15pm – 5.00pm - £8.80 (Monday to Friday)

Stay and Play – 3.15pm – 6.00pm - £12.10 (Monday to Thursday)

Stay and Play – 3.15pm – 5.30pm - £10.45 (Friday)

Parent should keep their receipts as proof of payment.

### **Sibling Discount**

A 10% discount of fees will be given for each additional child. This discount will automatically be deducted and will be shown on each monthly invoice.

### **Arrival and Departure**

Children should be brought to and collected from the Stay and Play door using the main entrance ramp and the path around the front of school into the staff carpark. The ramp into the carpark **should not be used.**

### **Breakfast Club**

Children will be offered a choice of cereal, toast and fruit to eat along with either milk or water to drink.

- Parents/Carers are required to bring their children to the Stay and Play door, no earlier than 7.30am, and ring the mobile number 07821 909578 to hand over to a member of the Stay and Play team.
- Children requiring breakfast **MUST** arrive before 8.30am
- Children will be escorted to their classrooms at 8.45am by a member of staff.

### **After School Club**

Children will be offered a different snack and fruit each day and water and juice will be available throughout each session.

## **Collection of Children**

- KS1 children will be taken from their classroom to Stay and Play. KS2 children will make their own way to club.
- Club staff will take a register of all children and will liaise with the school office to determine any reasons why a child is not accounted for.

## **Departure**

- When a child is collected at the end of or during a session, they **must** be collected from the Stay and Play door by a named collector. Club staff will sign them out and record the time of departure.
- Parents/Carers **must** ensure that any person who may collect their child is listed on the registration form on KCHQ and that it is kept fully up to date. The school office **must** be informed of any changes on the day.

## **Behaviour**

Whilst attending Club children are expected to:

- Use socially acceptable behaviour.
- Respect one another and staff, accepting differences of race, gender, ability, age and religion.
- Choose and participate in a variety of activities.
- Ask for help if needed.
- Enjoy their time at the Club.

Parents are expected to:

- Use socially acceptable behaviour.
- Respect one another and staff, accepting differences of race, gender, ability, age and religion.

Positive behaviour is encouraged by:

- Staff acting as positive role models
- Praising appropriate behaviour
- Informing parents about individual achievements.

Dealing with inappropriate behaviour:

- Challenging behaviour will be addressed in a calm, firm and positive manner, following the school behaviour policy.
- If necessary, the child will be temporarily removed from the activity.
- Staff will explain why the behaviour displayed inappropriate.
- Staff will encourage and facilitate mediation between children to try and resolve conflicts using a restorative approach.
- Staff will consult with parents to formulate clear strategies for dealing with persistent inappropriate behaviour.

If after consultation with parents and the implementation of behaviour management strategies, a child continues to display inappropriate behaviour, the club may decide to exclude the child. The reasons and processes involved will be clearly explained to the child and their parent/carer.

## **First Aid**

- All accidents will be recorded in the Stay and Play accident book, accurately reported to the parents/carer upon collection and signed by a member of staff.
- Accident records **must** give details of time, date and nature of accident, details of the child involved, type and location of injury, action taken and by whom.
- All incidents are dealt with by a qualified first aider.
- Parents of any child who becomes unwell during Club will be contacted immediately.

## **Missing or Uncollected children**

### **Missing Children**

In the event that a child goes missing while attending Stay and Play, the following procedure will be undertaken:

- A member of the School Leadership Team will be informed of the missing child.
- The Stay and Play Manger/Deputy Manager will search inside of the building and delegate an outside search of the building to another member of staff.
- If the child remains missing, Parents and the emergency services will be contacted.

### **Uncollected Children**

If a child has not been collected by 6.00pm parents will be contacted in the first instance by telephone. The additional contacts parents have provided will be telephoned in the second instance. If these contacts are unavailable after approximately one hour, the police and Social Services will be informed.

A charge will be levied for late collection. **Late collections from either session will be charged at £15 per child.** This charge will be added to the following month's invoice.