



Kelsall Primary & Nursery School
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Cheshire
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Principal: Mr David Wearing
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Vice Principal: Mrs Sarah White
'A Love for Learning'

Kelsall Before and After School Club Terms and Conditions

These terms and conditions relate to the running of Kelsall Before and After-School Club and form part of the agreed contract between the parent/carer and the school.

Nothing within these terms and conditions affects the parent / carer's statutory rights.

Admissions

Admission to the club is organised by the school office. A completed registration form is required for each child attending. Enrolment for Kelsall Club will be done annually from 1st September.

A waiting list may be implemented should the need arise. It will be operated on a first come-first served basis, with the exception of siblings who will have priority for the same day(s) as a sibling already attending.

Contact details

Parents are requested to inform Club in writing of any changes to their contact information. It is vital that we have correct and up to date contact details. It is the parent/carer's responsibility to ensure that they keep us informed of all changes immediately and in writing.

Opening times

Before-school Club operates during term-time from 7:30 a.m. to the start of school day.

After-school Club operates 3:15 p.m. – 6:00 p.m. Early session is from 3:15 – 4:45pm. Full session is from 3:15 – 6:00pm. On Friday's after school club operates from 3.15pm – 4.45pm.

School should be informed before 2pm if your child is not attending the afternoon session for whatever reason.

Planned closures will be notified in advance. Unplanned closure due to circumstances beyond our control cannot be refunded e.g. due to adverse weather. However, please be assured that Kelsall Club will only close in the event of exceptional or extreme circumstances or when there is a serious concern for the wellbeing of children and staff.

Child Collection

All children must be collected by an adult over the age of 16 years. We will only allow your child to leave with an appointed person. If someone other than the appointed person is collecting your child, please telephone in advance. We may require evidence of the person's identity on arrival or a password.

Club finishes at 6pm (4.45pm on Friday's). It is important that your child is collected on time. Please contact the Club via the school office before 3:15pm or by telephoning Club directly on 07572264215 thereafter if you know you are going to be late.

If you are late collecting your child, we reserve the right to charge an extra fee for every 5 minutes that you are late. This is necessary to pay staff to stay on to look after your child/children.

Changes to booked sessions/cancellation

Fees are payable from the booked start date. School requires one half term's written notice if you wish to reduce your child's sessions or no longer require your child's place. If insufficient notice is given, full charge for the cancelled sessions will be made. Any increases to sessions or changes to days are subject to availability and require 7 days' notice.

Payment of fees

Fees should be paid half termly in advance via ParentPay, childcare vouchers or the Tax Free Childcare scheme. The fees for each session are:

- Before School Club - £5
- After-School Club – Early session - £6
Full session - £12

When you have signed and returned the documentation you enter into a contract with the school. In the event of missed days due to sickness, holidays or any other reason, fees will not be refunded.

If a debt is outstanding on ParentPay for more than one month, your account will be referred to the Principal. We reserve the right to withdraw your child's place as this point. We are however, sensitive to parent/carer's circumstances, therefore please contact school if you are experiencing financial difficulties.

Increases in Fees

Kelsall Club reserves the right to review fees annually.

Behaviour and Conduct

Children and staff have created rules for behaviour whilst at Club. A copy of the Behaviour policy is available on request.

Kelsall Club recognises that poor behaviour can occur from time to time for reasons that are not always evident, or as a result of special needs. It will strive to be flexible in order to accommodate such cases.

Safeguarding children

Please see the school's Safeguarding and Child Protection Policy for further details.

Illness

Please do not send your child to Club if they are unwell. If your child is unwell please keep them at home until your doctor confirms any risks of infection have gone. In the case of sickness and diarrhoea this would be a period of 48 hours after the last episode.

Please advise us of any infectious ailment. Your child may be requested to be withdrawn if they are suffering from any contagious illness and there remains a danger that other children will contract the illness.

Allergies, asthma, medical conditions

Parents/carers are also asked to inform Club of any childhood ailment, illness or disability.

Please inform Club if your child is taking prescribed medicine which needs to be administered during Club time.

Parents/carers must inform Club immediately if their child has, or develops, an allergy, asthma or any other medical condition in writing.

As the number of children with nut allergies is on the increase we ask parents to support us in the aim to keep Kelsall Club a nut free environment. Parents are asked not to send food or empty food packaging that may have contained nuts. We also request parents not to use creams, sun creams or oils etc. on their child that may contain nut oil as this may have severe consequences for another child or a member of staff.

Data Protection/ Photographs

Information provided for use by Club will be shared with Kelsall Club staff and school and will be subject to data protection in line with the school's privacy notice for pupils. We regularly take photographs to record children's experiences and these are shared with their parents. These photographs may be used for promotional purposes or uploaded to the school website including the academy's Twitter feed. If you do not wish your child to be included in these photographs, please indicate this on the registration form at the time of application.

Termination

We may immediately end our contract with you if you fail to adhere to agreements made by you to clear outstanding fees; if the parent/carer has behaved unacceptably; or if a child's behaviour at Club is deemed by the Principal to be unacceptable or endangers the safety and wellbeing of the other children.