

Wrap Around Care at:

# Flushing

C of E

# Primary School





## Welcome to Flushing C of E Primary School's Childcare Clubs!



We are looking forward to having your child with us daily, and getting to know parents and carers as well.

This document outlines the responsibilities of both the Clubs and parents. It must be read in full and signed by you before your child(ren) attend the Club. You will receive a copy of this document - please keep it safe for future reference. Please note: Parental Contracts must be signed in conjunction with the Admissions Form.

### **Introduction**

The terms and conditions of this contract relate to the Childcare Clubs and the parent/carer and are not enforceable by the child(ren) or by any other third party.

This contract is for the duration of your child(ren)'s stay at the Clubs. The Clubs are likely to undergo changes from time to time; for example policies and procedures may change to reflect changes in governmental regulations. However, you will be given adequate notice of any changes that will affect the care of your child.

It is important that you read and accept the terms and conditions of this contract before you sign.

Our policies and procedures are there to help both staff and parents/carers to understand their roles and responsibilities and what to expect from each other. All of our policies are updated frequently and are available for parents/carers upon request. This is only a summary, you can read our policies and procedures in full by acquiring the club's manual, available upon request from the school office.

### **Our Pledge**

Our club aims are to provide a safe and enjoyable environment for every child to play, learn and develop. We are committed to meeting the needs of parents/carers through dialogue and action.

### **Staff**

#### *Thumbs Up Club*

Club Leader – Sophie Powell (in charge of the day to day running of the club and other staff)

Club Assistant – Ellen Dunstan

#### *Energy Breakfast Club*

Club Leader – Kate Collins (in charge of the day to day running of the club)

## Activities

Whenever possible, children will be given a choice of things to do and the chance to help plan them.

At the Energy Breakfast Club the emphasis will be on outdoor physical activity.

At TUC, there will be a range of activities always or sometimes available, including art and craft/cooking/ drama/board games/construction/play/games and so on!



## Arrivals & Departures

### Thumbs Up Club

The club operates Monday through Friday from 3:15 to 5.30pm. Parents are asked to please collect their children upon or before 5.30pm.

Parents must pick their children up on time, as the school/club cannot provide supervision beyond 5.30pm. If a child is collected late, the school reserves the right to charge parents 50% of the session fee per every late collection. If the late collections continue or are of unreasonable lengths, the childcare place will be withdrawn. If a parent/carer knows that they will be late they are asked to notify the club informing them of the alternative collection arrangements they have put in place. If a parent/carer knows that they will not be collecting themselves, they must inform the club who it will be and that person must be on the contact list we hold.

## Breakfast Club

The club opens at 8am, when the library corridor door is opened.

Parents/carers must sign their children in to the club. Any child signed in between 8.10-8.20am will be admitted at full price, but a full breakfast cannot be guaranteed. No child can be signed in after 8.20am, as the club moves to the school playground.

Your child will not be allowed to leave with anyone who is not documented on our contact list. Should you wish someone else to collect your child, it is necessary for you to inform the club in advance in writing.

Note: Should unfavourable domestic issues arise, please resolve the matter of collecting your child as the Club cannot legally prohibit any parent listed on the contact list from collecting their child – unless there is legal documentation.

## Health & Illness

Parents need to adhere strictly to our policy regarding medicine at the Club. Medicine will not be administered under any circumstances. Children who are asthmatic must have an inhaler on them at all times. There is a designated trained first aider who will attend to the children in the case of an accident. If believed necessary, staff members will contact the parent to take their child to a doctor or hospital. If it is an urgent situation, 999 will be called for help. If any infectious or communicable disease is detected on the Club's premises, all parents will be informed. If a child or staff member becomes ill outside the Club hours, the Club must be notified and the exclusion period outlined in the table of the Infectious and Communicable Diseases policy will apply.

## Food and Drink—Thumbs Up Club

Children can be provided by their parents with a light healthy snack and drink each day for consumption at the club. The club will only allow light snacks as outlined below. Packed teas/soups/sandwiches etc are not acceptable. The club retains the right to refuse a booking if the guidelines are broken.

Drink – a soft drink or water bottle (fizzy drinks are not allowed)

Snack – a piece of fruit and/or non-sugary biscuit/cracker/healthy snack bar (no chocolate bars) The above should be wrapped or bagged separately from the child's packed lunch.



## Funding

Working parents may be entitled to claim Working Tax Credit, which can contribute up to 80% of childcare costs. Receipts will only provided if requested.

## Reductions

Any child currently on the Free School Meals list will have free access to both clubs.

Any service child on the pupil premium list will be eligible for a 25% discount on both club fees. Any child booked into both clubs on the same day will receive a £1 discount on the total bill.

## **Rules and behaviour**

Though the club operates in an informal setting, good behaviour is expected of the children at all times. Rules are to be understood and followed by all children. Rule breaking and bad behaviour including bullying in any form will not be tolerated by staff. It is vital that parents support and reinforce the rules and guide- lines with their children to help encourage good behaviour. A copy of the rules are available upon request.

## **Uncollected children –Thumbs Up Club**

At the end of the session if a child is not collected, repeated attempts will be made to contact the parent/ carer or any other person on the contact list. While waiting, the child will be supervised by at least two members of staff who will offer reassurance and support. If after 30 minutes no contact is made with the parent/carer the Social Services Department will be notified. This may lead to the child being handed over to the Social Services team if contact with the parent/carer is not eventually achieved.

## **Complaints**

We are always happy to hear feedback from parents. Our Club aims to provide the highest level of care. However, if a parent is unhappy with their child's care, we ask that they inform the leader either verbally or in writing. It will be dealt with immediately if possible, by the staff leader, and hopefully resolve any issues.

## **Safeguarding children**

The club's safeguarding children procedures comply with all relevant legislation and other guidance or advice from the Local Safeguarding Children Board (LSCB). All staff will be child protection trained. In the case of an allegation made by a child against a member of staff, the procedure listed in the school's Safeguarding Policy will apply.

## **Bookings**

As soon as a completed admissions form with all relevant documentation is in place, a booking can be made. Two sorts of booking can be made-

**Block booking** – For any period between a week and a month. This ensures that the child always has a place regardless of the uptake. As long as the booking is renewed (and paid for) a week before it expires, the child's name is retained on the register.

**Casual booking** – For any period between a day and five days. A place is not guaranteed and will depend upon places available that week. Bookings can be made using the form, by telephone or email: secretary@flushing.cornwall.sch.uk

The maximum number of children allowed at TUC is 20. At the Energy Breakfast Club it is 10. Although casual bookings will be accepted, parents should note that if the club is full only children booked in advance will be admitted.

## **Fees**

Thumbs Up Club— The fee for the full session (3.15pm-5.30pm) is £7.00 per child, or £3.75 for the first hour. As a minimum, the fee will be reviewed every year, with effect from September 1st.

Breakfast Club– The fee is £2 (includes breakfast).

Payments may be made by cash or cheque ('Flushing C of E Primary School'). Fees must be kept up to date. If fees are unpaid after a reminder letter, no further bookings will be accepted until the back payment is cleared. The school cannot subsidise childcare from its devolved budget share, and therefore it has no scope to provide credit or carry debts.

Parents/carers are encouraged to speak to a member of staff or the Club leader if they have any query about the fees policy. Parents/carers are strongly advised to arrange a meeting at the earliest possible opportunity to avoid jeopardising their child's place at the Club.

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Please complete the section below and return the whole document to school.

Name of Parent/Carer.....

Name of Child(ren) .....

I hereby consent for my child to take up a place at these Clubs, according to the terms and conditions set out in the above Parental Contract and the Club's policies and procedures. I have understood the expectations and obligations relating to both myself and the Club, and agree to abide by them.

I understand that persistent late payment or non-payment of fees will jeopardise my child's continued attendance at the Club.

I understand that late collections will attract a fine and may jeopardise my child's continued attendance at the club.

Signature of parent/carer: \_\_\_\_\_

Date: \_\_\_\_\_

If you have any questions or comments please get in touch with the Club Leader.