



## South Walney Late Flight After School Club Terms and Conditions



### Aims:

- to support working parents by providing a high quality service which meets the needs of both parents/carers and children;
  - to provide a reliable, safe, supportive and welcoming environment where children can play, have fun, relax and be with friends;
  - peace of mind for parents/carers, knowing that your child is safe and happy in a club that is reliable and offers a consistent service.
1. The After School Club ('the Club') will be run by personnel employed by the Governing Body of South Walney Junior School.
  2. The Club is open from 3.15pm to 6.00pm - Monday to Friday (term time only).
  3. The Club is based in South Walney Junior School's School House. Children will access the Club via the back gate located in the school playground. Parents will collect their children from the front door located on Mikasa Street.
  4. The Club will operate for children attending South Walney Infant and Nursery and South Walney Junior Schools only. Membership of the Club is available to children from Reception to Year 6.
  5. Parent/Carers will need to complete a booking form (which is available from Club Staff, South Walney Junior school office, or via the schools' websites: [www.southwalneyjuniors.scmat.org.uk](http://www.southwalneyjuniors.scmat.org.uk) or [www.southwalney-inf.cumbria.sch.uk](http://www.southwalney-inf.cumbria.sch.uk) ) and return this to South Walney Junior School. Please note that a booking form must be completed for each child attending.
  6. The cost of the Club is as follows:
    - 3.15pm to 5.00pm (snack included) £5.00 per child per session
    - 3.15pm to 6.00pm (snack included) £7.50 per child per session
  7. Payment should be made by ParentMail PMX. If you have not already signed up for ParentMail PMX then please speak to our school office.
  8. Please note that a £10.00 late pick up fee will apply to children who are not collected by 6.00pm, and £5.00 for every 15 minutes thereafter.
  9. Parents are able to book regular or ad hoc sessions on either a daily, weekly, monthly or half termly basis (both Booking and Registration Forms must be completed and payment made in advance).
  10. Parents are asked to inform the Club Staff of emergency contact numbers, any food allergies or medical information and other relevant information by completing and returning the Registration Form (which is available from Club Staff, South Walney Junior school office, or via the schools' websites: [www.southwalneyjuniors.scmat.org.uk](http://www.southwalneyjuniors.scmat.org.uk) or [www.southwalney-inf.cumbria.sch.uk](http://www.southwalney-inf.cumbria.sch.uk) )
  11. Parents are asked to keep the Club informed of any changes to emergency contacts, family situations or other details which may require special precautions.
  12. Parents will be given one month's notice of any increase in fees. Fees must be paid in advance or on the day if necessary. The Governing Body reserves the right to exclude a child if fees are not paid. Fees are the responsibility of each person who has signed the Registration Form or who has parental responsibility for the child or children.
  13. The Club will provide activities to assist learning e.g. helping with homework, reading, drawing, gardening, outdoor games, or playing board games. Children will not be allowed to leave the Club area to play outside unsupervised.
  14. Staff will be responsible for the care and management of children, treating them with respect at all times.
  15. The Club will comply with environmental health food safety standards.
  16. Legal guidelines relating to the adult/child ratio will always be adhered to.
  17. All children are expected to behave well, show respect, to be polite, to look after equipment and resources, to be co-operative and courteous to staff and to each other.



## South Walney Late Flight After School Club Terms and Conditions



18. Children who do not behave well or do not show respect for staff or each other may be excluded from the Club – either permanently or temporarily depending on the circumstances. The Club follows the Behaviour Management Policy of South Walney Junior School.
19. KS1 child/ren are collected from South Walney Infant and Nursery School at 3.15pm. KS2 children will be expected to walk across the playground to the back entrance of the School House at the end of the school day (or after an after-school club activity).
20. If a child/ren are unable to attend, please telephone by 3.00pm, using South Walney Junior School’s main school number: 01229 471447 (The School House can be reached after 3.30pm; by calling 01229 471447: Option 4)
21. Credit refunds are currently applied to your account if your child or children do not attend the Club, due to illness or if your child is absent with prior notification.
22. At the Head teacher’s discretion, we may apply credit refunds if a child does not attend a club without prior notification; however, this policy is reviewed regularly and credits may not always be applied.
23. Please contact the Club Staff if you are running late. A £10.00 late pick up fee will apply to children not collected by 6.00pm, and £5.00 for every 15 minutes thereafter.
24. The Club welcomes staff and children from all backgrounds regardless of race, gender, religious beliefs and disability. We ensure that all children and staff are treated fairly and equally and comply with the Equality Act 2010 and the Special Educational Needs and Disability Code 2014.
25. The Club is committed to safeguarding & promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
26. Any child with a rash, discharge from the eyes, diarrhoea or any contagious/infectious illness should be kept away from the setting. If a child becomes sick during his/her attendance, we reserve the right to call for emergency assistance and if necessary remove him/her to hospital. It is not our policy to administer medicines to children unless specifically requested by the child’s parent/carer. To have medicines administered it must be under exceptional circumstances and prescribed by the child’s doctor, parents are required to fill in a form which is obtainable from the Club Staff or the school office.
27. The Club will not be liable for loss of property brought onto the premises by parent/carer or child.
28. The Club is covered by the school’s insurance.
29. In the event of a parent wishing to make a complaint, this should be made in the first instance to a member of Club Staff. If a parent is still concerned then the matter should be taken to Ms Z Lines, Head teacher at South Walney Junior School.
30. Once a Registration Form has been completed and returned to us your child or children will be registered with our service until they leave the school.
31. The Club follows all policies of South Walney Junior School.

.....

**By completing and signing a South Walney Early Birds/Late Flight Registration Form, parents confirm that they have read, understood and agree to comply with the Terms & Conditions of South Walney Early Birds Late Flight After School Club - available to view on the schools’ websites:**

[www.southwalneyjuniors.scmat.org.uk](http://www.southwalneyjuniors.scmat.org.uk) [www.southwalney-inf.cumbria.sch.uk](http://www.southwalney-inf.cumbria.sch.uk)

(A paper copy of the Terms & Conditions Document can be made available upon request from South Walney Junior School or South Walney Infant & Nursery School)