

***Please read the terms and conditions contained below carefully as amendments have been made since the issue of the January 2016 contract. Amendments/changes are denoted in red text.***

## **BEFORE & AFTER SCHOOL INTRODUCTION**

Pegasus Primary School 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.

The School reserves the right to refuse access to Before & After School Clubs (*B&ASC*) for any parent or child who refuses to abide by the school's procedures and protocols that ensure the safety and welfare of our children and staff.

The *B&ASC* is operated by Pegasus staff who also have roles in school 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 expectations as are enjoyed during the school day.

Our *B&ASC* are very popular and therefore ALL places **must** be booked in advance to ensure we have the correct staffing levels to enable us to fulfil our safeguarding expectations.

The *B&ASC* is non-profit making facility therefore any booking cancellations must still be charged in order to cover staff costs.

The attached Declaration Form **must then be signed and returned to school** prior to a booking being made.

## **B&ASC TERMS AND CONDITIONS JANUARY 2017**

Terms and conditions are reviewed annually. There may be occasions when changes to terms and conditions occur prior to the annual review, parents will be notified of these in writing and asked to sign and return an acknowledgement.

### **1. Dropping off and Collecting Children**

- **Before School:** Parents and carers **must** sign in your child and confirm with the staff member whether or not your child is having breakfast. Children cannot arrive at the Breakfast Club any earlier than 7.30am. Children must not turn up to the Breakfast Club without a booking.
- **After School:** All children who are attending the After School Club will be collected by a member of staff who will register them in the hall and escort them over to the After School rooms. If children are attending another after school club/activity within the school and they are also on the After School Club register for that day, a member of the After School Club staff will collect them at the finishing time and escort them to the After School Club.

If your child attends any another after school club/activity you will still need to book and pay for a full session at the After School Club (£5.00) as this place could be offered to another child on the waiting list.

## 2. Contact Details

Parents/carers **must** fill out a Child's Registration form. This form allows us to gain important information about your child's contact details, health and wellbeing. Registration forms are available from the school office or the B&ASC. All information about your child's details is kept in a locked cupboard in the club room. Only the authorised staff will have access to these details.

## 3. Session Hours & Fees January 2017 to July 2017

**Before School: From 7:30am to 8:45am - £3.00 per session**

*(includes breakfast - cereal, croissants, yoghurt, fruit & a drink)*

**After School: From 3:10pm to 5:30pm - £5.00 per session**

*(includes a sandwich, fruit, snacks & a drink)*

**From September 2017 Sessions Fees will increase to:**

**Before School: £3.20 per session**

**After School: £5.20 per session**

## 4. Booking Process

Bookings for both the B&ASC must be completed on a half termly basis to secure a place for the following half term. **An advanced booking is the ONLY way to secure a place at the B&ASC.**

## 5. Payment of Fees

**Between January 2017 and September 2017 the facility to pay fees up to ONE week in arrears will remain in order to support those families that are paid on a weekly basis.**

**During this period, those families currently in arrears will be given the opportunity to enter into an agreed payment plan with the school in order to clear the debt and will be required to pay in advance for any future bookings. Failing this your child will no longer be able to attend any sessions of the B&ASC.**

**In order to sustain the financial viability of the B&ASC from September 2017 there will be no credit facility and debts cannot be built up, therefore ALL payments must be made in advance.**

## 6. Late Collection

Please notify the After School Club if you are unable to pick up your child on time – contact number: **07849 418161**. We appreciate that there will be the occasional unavoidable emergency however should this begin to happen more frequently you will be charged.

- **From January 2017 the late collection charge will be simplified to £10 for every late collection.**

- **Each late collection will receive a standard letter stating the child's name, the date, the time collected and whether it is the 1<sup>st</sup>, 2<sup>nd</sup> or 3<sup>rd</sup> late collection that term.**
- **Three late collections in a term and a place will be refused until further notice – a meeting will be held with the Principal and money refunded if necessary.**

## **7. Security**

For security and safeguarding purposes if any person other than a parent is collecting a child the parent must notify the school office (Tele: 464 4293) beforehand between the times of 8.45am and 3.00pm. After 3.30pm parents can also ring directly through to the After School Club mobile number (**07849 418161**). Adults collecting any child/children must present themselves to a member of staff, they must sign their children out and write down the time of departure.

## **8. Sickness**

If your child has been ill through the school day or there has been an emergency and they cannot attend the booked After School Club session the credit will be carried over on your child's account. It is not possible to provide any refunds. If a child is showing signs of being unwell whilst they are in the After School Club, staff will notify the parent/carer and ask them to collect their child. Staff at the club cannot administer any form of medication unless the parent/carer has filled in a medication consent form. These forms are available from the school office and will be held there and not in the After School Club.

## **9. Accidents and First Aid**

Every precaution is taken to ensure the safety of the children. If your child has a minor injury whilst in our care first aid will be carried out within the club. An injury form will be filled in by the adult who dealt with the incident and you will be informed when you collect your child. Our staff are all trained in First Aid and a First Aid kit is kept on the premises.

## **10. Absences**

If your child is absent from school and has been booked into the *B&ASC* please could you make the office aware that your child will not be attending the club, you will still be charged for the session.

## **11. Behaviour**

The *B&ASC* staff encourage the children to respect themselves and others in a relaxed friendly environment with clear expectations and boundaries. All the children have the opportunity to make positive choices about their behaviour and influence outcomes within the *B&ASC*. The *B&ASC* follow a consistent system which is used through the children's school day.



**Pegasus Primary School, A Ninestiles Academy  
Before & After School Club Terms & Conditions  
January 2017**

**Before & After School Club Declaration**

The parent(s) of any child/ren attending the Breakfast and After School Club should have read and understood the Terms and Conditions before signing the following declaration.

I/We.....  
*Please clearly write your full name(s) above*

Having read, understood and accepted all statements made in the Terms and Conditions January 2017 agree to comply with all the procedures and protocols detailed. I/We understand that these terms and conditions will be reviewed on an annual basis.

I/We understand that any decisions made by the Breakfast and After School Club will be final.

Signed:

Date:

Details of the Child/ren attending the Before & After School Club:

Name: .....

Name: .....

Name: .....

Date

Dear

**LATE COLLECTION NOTIFICATION**

Parent/Carer of:

According to our records the above named child has been collected late from the B&ASC on:

Date:	Collection Time:
-------	------------------

This is the    1<sup>st</sup>     2<sup>nd</sup>     3<sup>rd</sup>

late collection occurrence this term. Previous late collections are detailed below:

1 <sup>st</sup> Date:	Collection Time:
-----------------------	------------------

2 <sup>nd</sup> Date:	Collection Time:
-----------------------	------------------

3 <sup>rd</sup> Date:	Collection Time:
-----------------------	------------------

**PLEASE NOTE THAT IN ACCORDANCE WITH THE JANUARY 2017 TERMS AND CONDITIONS THREE LATE COLLECTIONS IN A TERM AND A PLACE WILL BE REFUSED UNTIL FURTHER NOTICE – A MEETING WILL BE HELD WITH THE PRINCIPAL AND MONEY REFUNDED IF NECESSARY.**

Yours sincerely

*D Shakeshaft*

David Shakeshaft  
**Principal**





# **Pegasus Primary School, A Ninestiles Academy Before & After School Club Terms & Conditions January 2017**