

OLBE KIDS CLUB



OLBE Kids Breakfast and After School Club

Green Lane
Mossley Hill
Liverpool
L18 2EP

Telephone: 0151 722 2982 / mobile TO BE CONFIRMED

Email: rlatham@ourladysbishopeton.com

Website: www.ourladysbishopeton.com

The below Terms and Conditions relate to Extended Provision at Our Lady's Bishop Eton Primary School: OLBE Kids Club.

Parents/carers who complete a registration form must sign the bottom of the registration form agreeing to these terms and conditions. By signing the registration form you agree that you have read and understood all terms and conditions.

REGISTRATION

Only children attending Our Lady's Bishop Eton Primary School are eligible to attend extended provision clubs. There is no registration fee.

Registration forms must be completed in full before your child can be allocated a place. This includes accepting these terms and conditions and signing the Late Collection Agreement.

Parents/carers must ensure all details on the registration form are accurate and up-to date. Any changes must be made in writing to the School Office: rlatham@ourladysbishopeton.com.

All club staff are made aware of the details of a new child.

Children's attendance is recorded in a register

ALLOCATION OF PLACES

There are limited places available for each session.

OLBE Breakfast Club: 30/60 places

OLBE After School Club: 60 place

ADMISSIONS PROCESS

Stage 1 – A letter will be sent in June to parents of children currently attending the After School Club asking them to confirm their arrangements for September and to identify siblings looking to attend.

Stage 2 – A letter will be sent to the parents of children who will be starting in Reception and parents of children attending the school who do not currently attend the club, to apply for places at the club for the following September, equal priority will be given to these applicants.

The following admissions criteria will be used for the clubs:-

- **Siblings of a child attending breakfast club and after school club full time, finishing at 5.30pm, where the sibling will attend at the same time**
- **Siblings of a child attending breakfast club and after school club full time, finishing at 4.00pm, where the sibling will attend at the same time**
- **Siblings of a child attending after school club full time, finishing at 5.30pm, where the sibling will attend at the same time (for afterschool club places) or siblings of a child attending breakfast club full time, where the sibling will attend at the same time (for breakfast club places)**
- **Siblings of a child attending after school club full time, finishing at 4.00pm, where the sibling will attend at the same time**
- **Siblings of a child attending part time, where the sibling will attend at the same time.**
- **A child requiring a full time place (both breakfast club and after school club)**
- **A child requiring a full time place (either breakfast club or after school club)**
- **A child requiring a part time place Where part time places are requested, these will be prioritised on the basis of the highest number of days required (i.e. request for 4 days would be ahead of 3 days etc.)**

DATES AND TIMES OF CLUBS

The extended provision will not run on days that the school is closed to pupils. Parents/carers will not be charged for days that the club is closed.

Extended provision will run from 1.00pm to 3.30pm on the last day of each term as school shuts early. This will be charged as normal

OLBE Breakfast Club: 7.45am – 8.30am. Breakfast will be provided to children who arrive before 8.15am. **No breakfast will be served after this time.**

OLBE After School Club: 3.00pm – 5.30pm. Parents can collect their child at any time.

COST OF CLUBS

Session	Cost per child
One Breakfast Club session	£5.00
One After School Club session	£10.00
One After School Club session (no snack)	£5.00 (Child collected before 4.00pm)
Emergency After School Club session	£16.00
Registration fee	£0.00

LATE COLLECTION: A late collection fee of £5.00 for up to and including the first 15 minutes and £5.00 per 5 minutes thereafter will be charged for children that are collected after 5.30pm. Parent/carers must complete a late collection agreement on collecting their child. Parents/carers agree to pay this charge before their child continues to attend any extended school services.

BOOKING PLACES

Places must be booked and paid for in half term/termly/year blocks.

At time of booking parents select specific days/dates they want their child to attend during the half term/term/year. Priority will be given to existing placements.

Priority will be given to parents booking for a full week.

In the case that sessions have been booked but not paid for by the beginning of the new half term your child will not be able to take part in any extended provision until this payment has been made.

We are unable to accept any changes, reductions or increases to booked days for a fixed period of one half term.

If your child is unable to attend a booked session for any reason you will not be entitled to a refund.

If your child is unable to attend a session, you must notify the School Office on 0151 722 2982.

Changing Booked Days: We understand that your circumstances may change due to family commitments, work etc. Changes to booked days can only be made at the end of each half term for the next half term.

Notice of changes must be made to the School Office by the Wednesday of the last week of the half term using a "Booking Amendment /Notice of Cancellation" form.

We are unable to accept any changes, reductions or increases to booked days part way through the half term.

Shift Work/Patterns We are happy to accommodate shift patterns only if we receive notice of dates/shift pattern prior to the end of each half term (Please see above).

Emergency Places Bookings for emergency places can only be accepted in exceptional circumstances. Such circumstances are considered to be a situation that may arise that is beyond your control. We are unable to provide emergency places for children who do not attend Our Lady's Bishop Eton Primary School.

Permanent Cancellation of a place: 2 weeks notice of a permanent cancellation of a place is required.

PAYMENT FOR PLACES BOOKED

The parent signing the club's registration form is known as the 'contracting parent' and is responsible for payment of all fees.

Fees are to be paid a half term in advance when sessions are booked.

Payment is due for all contracted sessions.

If your child is unable to attend a booked session for any reason you will not be entitled to a refund.

METHODS OF PAYMENT

The school cannot accept cash payments.

There are two ways for parents to pay.

Parent Pay: Parents/carers can pay for sessions required via Parent Pay at time of booking.

Child Care Vouchers: are accepted. If you choose to pay with child care vouchers you must allow enough time for the school to register with the child care voucher provider. Please note: Registering with child care providers can take up to two weeks depending on the provider.

Parents/ carers must inform the School Office of their means of payment so this can be logged to avoid confusion.

Outstanding payment: The school reserves the right to refuse any child entry into a club if payment is not made, including late collection charges and any other outstanding fees from extended provision.

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

DROPPING OFF & PICKING UP

BREAKFAST CLUB

Children must be dropped off at the dedicated entrance.

An authorised adult must give their name to sign the attendee into the breakfast session on each morning they attend.

Reception & KS1 children will be escorted to the classroom at 8.30am.

KS2 children will make their own way to the classroom.

AFTER SCHOOL CLUB

Children in Reception, Year 1 and 2: will be collected by a member of the club staff directly from their classroom.

Children in years 3, 4, 5 and 6: will make their way directly to after school club meeting point to be greeted by a member of the club staff.

The club staff will take a register of all contracted children and will liaise with the class teacher/school office to determine any reason why a child is not accounted for.

DEPARTURE

When a child is collected at the end of or during a session, they must be signed out by a parent/carer or named collector and the time recorded.

The parent/carer or named collector must inform a member of staff that they are collecting and signing out a child.

Parents/Carers must ensure that any person who may collect their child is listed on the registration form and that it is kept fully up to date.

Parents /Carers must inform the school office; rlatham@ourladysbishopeton.com if their child is going to be absent from Club.

Parents/Carers MUST inform the school office; rlatham@ourladysbishopeton.com if they will be collecting their child from school

We are unable to release children to anyone under 16.

UNCOLLECTED CHILDREN

If a child has not been collected by 5.30pm 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 30 minutes, the police and Social Services will be informed.

DAILY ROUTINE

Morning session

Parents bring their children to Breakfast Club situated in the Dining Hall where a range of activities are set out.

8.00am children wishing to have breakfast wash their hands ready to enjoy a freshly prepared breakfast.

Breakfasts are not served after 8.15am.

8.15am tidy up time encouraging the children to take responsibility for the environment.

8.30am children collect their coats and bags.

Reception & KS1 children are escorted to class.

Y3-Y6 children make their own way to class.

After school session

3:00pm: Reception/Y1/Y2 children are collected and escorted to the School/Dining Hall for registration.

3:00 – 3.15pm: Y3-Y6 children make their way to the School/Dining Hall for registration.

4:15pm – 4.30pm - children will be given a healthy snack and drink; staff members will sit with the children at this time.

Children can then choose from a range of play and planned activities, both indoors and outdoors.

5:15pm - tidy up time encouraging the children to take responsibility for the environment.

BEHAVIOUR

Whilst attending Clubs children are expected to follow the school ethos and rules. The school behaviour policy applies at all times.

POLICIES & PROCEDURES

The extended provision clubs are additional care outside normal school hours. The clubs' policies and procedures reflect the school policies and procedures including:

- a. Administration of Medicines
- b. Anti-Bullying Policy
- c. Behaviour Policy
- d. Child Protection Policy
- e. Complaints Policy
- f. Equality & Diversity Policy
- g. Early Years Foundation Stage Policy
- h. Fire Safety & Risk Assessment
- i. Health & Safety Policy
- j. Supporting Children with Medical Conditions Policy
- k. Whistleblowing Policy

CONCERNS

We will endeavour to provide a high quality service to children and will seek feedback from parents/carers from time to time. If you have a concern please speak to the school office. If this is not resolved, please contact Mrs. Bostock, Headteacher. If you are unable to resolve this issue, please follow the school's formal complaint procedure.



PARENTS WILL BE ASKED TO COMPLETE AND RETURN THE FOLOWING DOCUMENTS

Olbe



OLBE KIDS' CLUB REGISTRATION FORM

Tick if RECEPTION

Registration Form

Child's Details

Date of Registration:

First name:	Surname:	What s/he likes to be called:
Date of Birth:	First language:	Ethnicity: Optional

Parent/Guardian details (Please indicate who has legal parental responsibility)

Title:	First name:	Surname:	Title:	First name:	Surname:
Home address:		Parental responsibility?	Home address (if different):		Parental responsibility?
<input type="checkbox"/> Tick if child normally lives at this address			<input type="checkbox"/> Tick if child normally lives at this address		
Work address:			Work address:		
Home number:	Mobile number:	Work number:	Home number:	Mobile number:	Work number:
Email address:			Email address:		
Is there anyone else who has legal contact with your child? Yes No			Name		

Emergency contact details (please provide details of 2 people we can contact if we are unable to get hold of you)

Name:	Telephone number:	Mobile number:
Address:		Relationship to the child:
Name:	Telephone number:	Mobile number:
Address:		Relationship to the child:

Details of child's doctor

Name of Doctor:	
Address:	Telephone:

About your child

Please detail any additional/special needs your child has: (please provide full details). For example any special educational needs, Early Years Action / School Action etc.
Please detail any dietary requirements/ food allergies for your child: (please provide full details)

Are there any agencies working with your child such as a health professional / social worker etc? If so please tell us their name and contact details.

Does your child have any specific health requirements?

In the event that an adult not known to us comes to collect your child, please give us a password. We will always contact you before we allow an unknown adult to collect your child.

Password –

Sessions required: Please tick boxes below for the sessions you require.

All sessions must be pre booked a half term in advance so we can ensure the correct ratio of staff to children.

Reminder – Days booked must be paid for regardless of attendance. ALL payments must be made in advance.

Monday		Tuesday		Wednesday		Thursday		Friday	
Breakfast		Breakfast		Breakfast		Breakfast		Breakfast	
After School		After School		After School		After School		After School	

LATE COLLECTION: I understand and agree to the club's late collection policy: A late collection fee of £5.00 for upto and including the first 15 minutes and £5.00 per 5 minutes thereafter will be charged for children that are collected after 5.30pm. Parent/carers must complete a late collection agreement on collecting their child. Parents/carers agree to pay this charge before their child continues to attend any extended school services.

PAYMENT METHOD

All payments must be made through Parent Pay or the Employee Voucher Scheme.

No cash payments can be taken.

Parent Pay (school's preferred method)	Yes/No
Tax Free Childcare Payment TFC Reference Number:	Yes/No
Childcare Voucher Payment Please indicate which voucher company you will be using and allow at least 3 working days for payment to clear.	Yes/No

Frequency of advanced payment

Half-termly	Termly	Full 39 weeks (excluding Inset days)

Signed Date

OLBE PERMISSIONS (please circle/tick as appropriate)

I give permission for OLBE Kids Club at Our Lady's Bishop Eton Primary School to retain, store and process my child's sensitive data, contact details and emergency contact details for the service booked in accordance with the schools' Policies and Procedures, OFSTED standards and Welfare requirements.

YES / NO

I confirm that the person/s listed as emergency contacts have given their consent to be shared and contact be made if necessary.

YES / NO

Please note that if you withdraw permission for any of the above information to be used we may be unable to provide care.

Breakfast Club

Children must be handed over the olbe Kids Club staff and you must sign the daily register. This ensures their safety and enables us to take responsibility for your child.

If your child is in Reception/Y1/Y2: Your child will be handed over to school staff at the end of Breakfast Club.

If your child is in Y3/Y4/Y5/Y6: Your child will make their own way over to class at the end of Breakfast Club.

If your child attends any extra-curricular activities before school, we will take them and hand them over to school staff.

I AGREE

After School Club

Reception and Year 1 children will be collected from their classrooms at the end of the school day and taken to the club. Y2 – Y6 children will be dismissed from class directly to olbe Kids Club. You must sign the daily register when collecting your child at the end of their session.

I AGREE

Illness

In the event your child becomes unwell, we will contact you or your emergency contact numbers to arrange collection. In the event of an emergency situation arising we will telephone an ambulance and your child may be taken to hospital for treatment. We will contact you as soon as is reasonably possible on this situation.

I consent to my child being given First Aid treatment by a trained member of staff in the event of an accident or injury.

I AGREE

Behaviour

Children will be expected to conduct themselves appropriately and in accordance with the school's Behaviour Policy. In cases where a pattern of misbehaviour is developing and becoming a problem, it will be necessary for the Manager to keep a log of incidents so that evidence may be built up. If misbehaviour persists, we reserve the right to withdraw any wraparound childcare.

I AGREE

Photographs – Internal

There may be occasions where we take photographs of children to evidence their learning and development. All photographs will be kept securely and will only be used in accordance with the GDPR and with your permission.

I AGREE

I DISAGREE

Photographs – External

There may be occasions where we take photographs of your child to be used on the school's website or marketing literature. Children's names will not be attached to any such photographs. All photographs will be kept securely and will only be used in accordance with GDPR and with your permission.

I AGREE

I DISAGREE

Face Paints – I give permission for face paints to be used on my child.

I AGREE

I DISAGREE

Plasters – I give permission for plasters to be used on my child.

I AGREE

I DISAGREE

Sun Protection – I give permission for sun cream to be applied in the event of hot weather.

I AGREE

I DISAGREE

Outdoor Play Equipment – I give permission for my child to use bikes, scooters, skateboards, scooter boards, pogo sticks and other such items and to be fitted with a helmet by the OLBE Kids Club staff.

I AGREE

I DISAGREE

PARENT/CARER CONTRACT AND AGREEMENT

- I consent for my child to attend OLBE Kids Breakfast and After School Club. I understand that the club/school follows the school's policies and procedures and that there are expectations and obligations relating both to the club/school and to myself and my child, and I agree to abide by them.
- I understand that OLBE Kids Breakfast and After School Club is a play setting and that whilst my child is there The Breakfast and After Club is legally responsible for him/her and he/she will be in the care of the club until collected and signed out by an authorised person.
- If there are any accidents or incidents at OLBE Kids Club involving my child, I will be informed.
- If my child has an accident at the club, he/she will be treated by a qualified first aider and I will be informed as soon as possible. If my child needs urgent medical treatment and I am unavailable, a member of staff from OLBE Kids Club will sign any consent forms necessary for treatment on my behalf, as stated on the club's Medical Form.
- It is my responsibility to keep the school informed of any alterations to the information regarding my child (e.g. contact details, medical conditions, etc).
- Information held by OLBE Kids Club regarding my child will be treated as confidential. However, in certain circumstances, for example if there are protection concerns, I understand that the club has a legal duty to pass certain information on to other agencies, including Police, Social Care and health care professionals.
- I understand that my child will be provided with a snack and drink whilst at the club unless otherwise requested. (Breakfast Club: Served before 8.15: After School Club: Served between 4.15 – 4.30)
- I understand that aggressive and abusive behaviour towards staff will not be tolerated.
- I agree that I will not use a camera, mobile phone or other mobile device on club premises.
- I accept that my child may take part in messy activities while at OLBE Kids Breakfast and After School Club. I understand that I can provide my child with appropriate clothing to accommodate if I wish.
- Whilst OLBE Kids Club tries to ensure the safety and security of items, I understand that it cannot be held responsible for loss or damage to my child's property whilst at the Club.

- I agree that the school's Behaviour Policy also applies to OLBE Clubs and appreciate that in some circumstances it may be necessary to exclude my child from the club, and I will pay for any missed sessions unless otherwise agreed with the manager.
- I will book my child into the club on a half termly/termly/yearly basis and will pay in advance for all booked sessions whether my child attends or not.
- I will notify the club if I am collecting my child from school on a day that he/she is booked to attend the club. I understand that I will be charged for the session.
- OLBE Kids Breakfast and After School Club closes at 5.30pm. If, due to unforeseen circumstances, I am going to be late, I will contact the school office as soon as possible.
- If I do not collect my child by 6:00pm, and the club has been unable to reach me or any of my emergency contacts, I understand that OLBE Kids Club will follow its Uncollected Children Policy and contact the police and Social Care.

I have read and understood the above terms and conditions and I agree to abide by them.

Signed:

Date: