



# Ivern's Breakfast and After School Clubs at Corsham Primary School

## Terms & Conditions

*Corsham Primary School will provide care to children of families requiring before and after school care before and beyond the regular school day. Children will access a range of activities, healthy breakfast, snacks/light tea and be cared for by our compassionate and nurturing staff.*

### Booking Arrangements

You will need to register your interest for spaces at before and after school clubs with the admin team at school. Once a place has been offered and confirmed, you will need to book your sessions through your child's Arbor account.

### Notice Period

If you no longer wish your child to take their place at a before or after school club, please note that we require 2 weeks' notice.

### Payments

Payment must be made a minimum of 1 week in advance. We accept childcare vouchers from many providers including Sodexo, Kiddivouchers, Computershare, Government vouchers, Busy Bees and Edenred. As payment is required when booking sessions, please ensure that the vouchers have been purchased at least 2 weeks prior to booking. This will allow our finance team to check the vouchers have been cleared through our banking system and the amount will then be credited to your account. If you have any questions with regard to these or any other voucher schemes which are not listed, please contact our finance team [finance@corsham-pri.wilts.sch.uk](mailto:finance@corsham-pri.wilts.sch.uk)

***Please be aware that refunds/credits will not be issued for child illness or non-attendance at regular wraparound sessions.***

### Times

Ivern's Breakfast Club – 8am – 8.40am

Ivern's After School Club – 3.10pm – 6pm / 3.10pm – 5pm / 4.15pm – 6pm

Sessions will include a healthy breakfast where the children can choose from a large selection of cereals and toast. Breakfast is served until 8.20am. There will also be a wide range of activities for children to participate in with their friends or individually. These will include board games, construction toys, colouring, jigsaws etc.

### Costs

Ivern's Breakfast Club £4.50 per morning

Ivern's After School Club £10 per half session (3.15pm – 5pm or 4.15pm – 6pm) / £12 for full session (3.10pm – 6pm).

All breakfast, drinks and light snacks are included in the fees and dietary/allergy needs will be catered for.

### **Late Collection**

Children must be collected no later than end time of their booked session. Late collection directly impacts staffing ratios and family/work commitments staff may have after the club has finished.

If you need to contact the wraparound staff team, please phone the school office (01249 712387 option 5) or email [admin@corsham-pri.wilts.sch.uk](mailto:admin@corsham-pri.wilts.sch.uk)

If you are regularly late collecting your child, we will speak to you to discuss the situation and rectify it. Regular lateness will incur a fine of £5 per child for every 10 minutes, which would be triggered after the end of your booked session time.

### **Signing in and out**

Children attending after school club will be taken to the Ivern Room/Training Room at the end of the school day. When they arrive, they will sit together for a register to be taken and be told about the activities on offer for them that day. When parents or a designated person comes to collect their child, staff will greet you and sign the children out, noting the time.

If your child is not going to attend the club due to illness or other arrangements, then please email [admin@corsham-pri.wilts.sch.uk](mailto:admin@corsham-pri.wilts.sch.uk)

### **Behaviour at Ivern's Breakfast and After School Clubs**

The school's wraparound childcare services are subject to the school's existing Behaviour Policy; disciplinary issues are reported to the parents of the child.

When joining, children will be expected to behave according to the golden rules, which they are already familiar with and parents will sign a behaviour agreement to ensure high expectations of behaviour are adhered to at all times.

Repeated breaches of the Behaviour Policy may result in the child being barred from attending the clubs. Any outstanding fees paid by the parent would be returned if a child is barred from attending.

### **Communication with Parents/Carers**

The school aims to achieve effective communication with parents.

- All staff take note of information from parents which could affect the happiness and wellbeing of their child.
- Parents are welcomed at the collection point to exchange information and provide updates on their child's wellbeing.
- Parents are expected to support the school with Corsham Primary's high expectations to good behaviour and discuss this with their child/ren.
- Parents are expected to inform us of any changes to pick up arrangements. Children cannot be collected by a different adult unless prior parental permission has been confirmed.

## Health & Safety

All members of staff at the school are aware of their responsibilities and duties with regard to the Health & Safety policy. There is a risk assessment in place for both the breakfast and after school club. All staff are responsible for:

- Recording incidents, accidents and near misses.
- Maintaining a safe environment for children and adults.
- Taking part in any relevant health & safety training.

## Safeguarding

All members of staff and volunteers are suitable to be working with children in wraparound care. Child protection and safeguarding extends to all wraparound care provision and the school expects all staff and volunteers involved in the provision of wraparound care to read and adhere to the Safeguarding and Child Protection policy.

## Medication

Members of staff always act in accordance with the school's Medicine and Supporting Pupils with Medical Conditions policy.

Members of staff are aware of the importance of administering *prescribed* medication to children. The school and its clubs understand that parental consent is crucial and has the following rules in place for administering medication to pupils:

- Before any medication is given, the child's medical forms are checked to see if the medication has been approved by the parent.
- When a member of staff administers medication, another member of staff witnesses the process.
- Details of the process are recorded on the child's medication form.
- If a child refuses to take the medication, the member of staff will not administer it. The parent will be notified immediately.
- If a certain medication requires training to administer medication, only members of staff with the relevant training will administer it.
- If there are changes to the dosage or frequency of the medication, the changes are recorded on the medical forms. Parents are required to sign the forms again before any change in procedure.

I have read and understand these Terms & Conditions.

Signed (parent): .....

Date: .....