

**Kewstoke Primary School**  
**Starlings 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 Kewstoke School Governing Body.

2. The Club is open from 3.15pm to 5.30pm - Monday to Friday (term time only).

3. The Club is based in the library/Hall and can be accessed by the front gate.

4. The Club will operate for children attending Kewstoke Primary School only.

Membership of the Club is available to children from Fledglings Pre-school (aged 3) to Year 6.

5. You will need to book sessions on the My Child at School (MCAS app) before attending the club.

6. The cost of the Club is as follows:

- 3.15pm to 4.15pm No snack included £4.00
- 4.15pm to 5.30pm (attending other school activities) – snack included £6.00
- 3.15pm to 5.30pm (full session) – snack included £10.00

Payment must be made via the MCAS app. Cash and cheques are not accepted as methods of payment.

7. Parents are able to book regular or ad hoc sessions on either a weekly, monthly or half termly basis.

8. Parents are asked to inform the Club Staff of emergency contact numbers, any food allergies or medical information and other relevant information via the school office.

9. Parents are asked to keep the Club informed of any changes to emergency contacts, family situations or other details which may require special precautions.

10. Parents will be given one month's notice of any increase in fees. The Governors reserves the right to exclude a child if fees are not paid. Fees are the responsibility of the person who has parental responsibility for the child/or children.

11. The Club will provide activities to assist learning eg. helping with homework, reading, drawing, cooking, gardening or playing board games. Children will not be allowed to leave the Club area to play outside unsupervised.

12. The Club will run a variety of weather dependent activities.
13. Staff will be responsible for the care and management of children, treating them with respect at all times.
14. The Club will comply with environmental health food safety standards.
15. There will be at least two members of staff in attendance at any time and legal guidelines relating to the adult/child ratio will always be adhered to.
16. 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.
17. 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 the school.
18. All children attending the Club will come to a meeting point in the hall. Children from the Reception Class will be collected from their classroom and taken to the hall.
19. If your child or children are unable to attend please telephone the Club Staff on the main school number (01934 623430).
20. No refunds will be given if your child or children do not attend the Club due to illness but a credit will be carried over.
21. No refund or credit will be given if your child or children are absent without prior notification. If you have booked a session and not do inform us by 3.00pm that your child is unable to attend you will be charged the cost of the session booked.
22. Please contact the Club Staff if you are running late. Parents/Carers will be charged a late pick up fee of £10 for each 5 minutes after 5:30pm.
23. 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.
24. The Club is committed to safeguarding & promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
25. 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.

26. The Club will not be liable for loss of property brought onto the premises by parent/carer or child.

27. The Club is covered by the school's insurance.

28. 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 Mr Champs.

29. Once you have registered on the MCAS app your child or children will be registered with our service until they leave the school.

30. The Club follows all policies of the school.

31. Parents are asked to show agreement with these Terms & Conditions by completing and returning a signed copy to the Club Staff.

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I have read, understood and agree to comply with the Terms & Conditions of Starlings After School Club:

Name of child/ren:

I have signed up on the MCAS app: Y/N

I agree to my child/ren being photographed in the Club. These photographs may be used in promotional material such as press releases and the school website Y/N

Parent/ Carer Signature.....

Name in full .....

Date .....

You will receive a copy of these Terms & Conditions, the registration and booking forms.