

## **Brooklands Farm Primary School**

### **Holiday Club Terms & Conditions 2017-2018.**

#### **Holiday Club Details**

Our Holiday Club is an extended service offered by the school. We are joint OFSTED registered with the school and have full insurance. We often change which site we run our Holiday Club from, to make this as fair as possible on all parents and children.

All staff which work within our holiday club are staff which work within the school, they have all been DBS checked and we always have first aid trained staff on site.

We work on a ratio of 1:8 for all Early Years and KS1 children and 1:10 for all KS2 children.

#### **Holiday Club Opening, Sessions and Fees**

Holiday Club runs during the following holidays;

- February - Open
- Easter - One Week (Usually the week with no bank holidays)
- May - Open
- Summer Holidays - First four weeks.
- October - Open
- Christmas - Closed

**We do not open on any of the bank holidays.**

Holiday Club is open from 8:00-17:30. Please see below a list of our sessions and prices.

- Morning Session (8:00-12:30) - £10.00
- Afternoon Session (13:00-17:30) - £10.00
- All Day Session (8:00-17:30) - £20.00

Payment is due in full and in advance. This can be done by either transferring your childcare vouchers to us or by paying on your ParentPay account, where we will have added the charge. This will need to be paid by the last day of term, failure to do so will result in your child's held place being cancelled.

If you Pay using childcare vouchers, please send us the confirmation receipt so that we know you have sent the payment by the last day of term.

#### **Cancellations**

Due to our planning of staff and activities, we are unable to cancel and refund any Holiday Club places at short notice, therefore please let us know the Friday before the week you need to cancel any sessions.

### **Lunch and Snack**

We will provide all children with drinks throughout the day, however your child is more than welcome to bring a named water bottle with them if they prefer.

All children will need to bring a snack with them for the morning/afternoon (both if staying all day) Lunch will be between 12:30 and 13:00, therefore only children who are attending an all day session will need to bring lunch with them.

### **Activities**

We offer a variety of activities for the children to take part in throughout the day, sports, Art & Craft and Baking. We firmly believe that children should have the freedom of choice in how they play, so all of our structured activities are voluntary. Please ensure your child wears comfortable clothing and footwear when attending holiday club (ie, trainers/plimsolls, leggings/tracksuit bottoms) so they can enjoy their day with us as much as possible.

### **Sickness, First-Aid, Emergencies and Medication.**

Should your child become ill whilst with us at Holiday Club, we will make every attempt to contact any of the listed contacts. We will then ensure we make your child as comfortable as possible till someone arrives to collect.

We will administer first aid to all children who may have an accident causing a minor injury. In any circumstance where a child requires more than basic medical attention, every effort will be made to contact parents/carers. We will then act in loco parentis and take any necessary action to gain emergency medical treatment for your child. Parental authorisation is given on the school's registration forms. All accidents and incidents are recorded in the accident/incident log book and will be reported to parents.

If your child requires any medication during the day, we will administer it however it must be prescribed medication and you must fill out the form sent to you prior to each Holiday Club. During the holidays we do not have access to any medication that is held in school during term time, so you will need to provide any prescribed medication, this can then be kept at Holiday Club until your child's last session. We always ensure we follow the school's policy when administering any medication.

### **Behaviour**

We expect children to behave as they would during school hours. All children MUST treat all adults and each other with respect, using good manners and should show consideration for the needs and interests of others.

Any persistent or serious misbehaviour will be reported to parents and you may be asked to make alternative arrangements.

We promote good behaviour and any good behaviour will not go unnoticed.

**Dropping off and collection**

All children are to be dropped off at school using the main entrance to each campus.

Parent/Carers **MUST** sign their child/ren in and out of Holiday Club, this is to ensure we can safeguard all children to an exceptional standard.

Only named contacts which the school are aware of will be allowed to collect, if any other person will be collecting your child/ren, please ensure you inform a member of staff so we are aware. If we are not informed we will make every attempt to contact parents/carers to ensure this is ok before allowing your child/ren to leave. If we are unable to contact any parent/carer your child/ren will not be allowed to leave till we have been given confirmation.

If you have any queries regarding our terms and conditions, please feel free to speak with a member of staff. Please sign and return the slip below, to let us know you have read and understood all the above terms and conditions. Failure to comply with these terms and conditions may result in your child/ren being unable to attend Holiday Club.

**Brooklands Farm Primary School**  
**Holiday Club Terms & Conditions 2017-2018.**

Childs Name: \_\_\_\_\_

Class: \_\_\_\_\_

I have read and understood the terms and conditions for Holiday Club. I also understand that failure to comply with these terms and conditions may result in my child/ren being unable to attend Holiday Club at Brooklands Farm Primary School.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_