

GOSLINGS OUT OF SCHOOL CLUB

Important Information

Goslings Out Of School Club provides childcare in a play environment at Hollinhey Primary School.

We hope most of our important information is covered in our Terms & Conditions and Policies but feel free to ask any questions you may have. Please take the time to read our T & C's.

OPENING HOURS

The club will be open during Hollinhey Primary School term time, in a morning from 0745 until 0840 and in the afternoon from 1510 until 1800

During the school holidays the hours will be 8am until 6.00 pm for a full day or any 5 hour session between 8.00 am and 6.00 pm

PERSONS NOMINATED TO COLLECT YOUR CHILD.

There is a section of the Child Details Record Form for you to include other persons who may collect your child and to provide details of someone as an emergency contact. We advise you to think carefully about a contingency plan should you be unable to collect or your child needs collecting due to illness or emergency. We close at 1800 and repeated late collection could ultimately result in withdrawal of your child's place at Club.

In the instance of illness or emergency we may need someone to collect quickly so we urge you to consider these eventualities when completing your details.

HOLIDAY CLUB

Our Holiday Club is based at our Hollinhey site and is open to all children. We currently have children attending from several schools.

CONTACT NUMBER

The contact number for Goslings Out of School Club is: **07958 530960**

The direct contact number for Sutton is: **07707 790110**

SAFEGUARDING POLICY

At Goslings we take Safeguarding very seriously. We have adopted the Model Safeguarding Policy developed by Cheshire East Council for Early Years Settings and is endorsed by CEC Local Safeguarding Children Board (LCSB)

All our Policies are available to view upon request

It is important that you read and accept the following Terms and Conditions before you enrol your child.

Please sign and return the final page.

Terms & Conditions
The Smallprint – please read.

1. Fees

- 1.1 Fees are applicable for the places booked, not the actual attendance
- 1.2 Fees will be payable in two instalments for half terms and summer holidays. Fees for half term holidays will be payable in full. Due dates will be shown on your invoice.
- 1.3 Termtime fees that are paid on time (by the due date on invoice) will be recognized with a Prompt Payment Discount of 2.5%. This will be applied to your next invoice. Direct Debit payments will already include Prompt Payment Discount
- 1.4 Prompt Payment Discount does not apply to Ad-Hoc bookings or Holidays
- 1.5 Annual Invoices for Termtime fees can **only** be paid by either Direct Debit or by instruction of recurring payment dates to your Employer Childcare Voucher Provider
- 1.6 If your Fees are overdue you will be notified and the outstanding balance should be cleared within seven days. If the balance remains outstanding your child's place could be suspended, at the discretion of the Club, until cleared.
- 1.7 Persistent late payment will result in payment in advance for all bookings.
- 1.8 All costs incurred relating to the recovery of fees will be charged to you.

2. Late Collection

- 2.1 Should you or your nominated person be unable to collect your child on time a Late Collection charge may be applied at the discretion of the Club. Late Collection charge will be £10.00 for **any** time into the first half hour and then £10.00 for any half hour, or percentage of thereafter. For example if you collect 10 mins after closing time Late Collection Fee will be £10.00. If you collect 45 mins after closing time you will be charged £15.00.
- 2.2 If for any reason you, or your nominated person, will be late to collect your child it is important that you ring (07707 790110/07958 530960) to inform us. If you are late and we have not been informed the Uncollected Children policy could be followed.
- 2.3 Applications of Late Collection fees are at the discretion of the Club and are non-negotiable. Your child's place may be suspended until Late Collection Fees are cleared. Payments for Bookings whilst your place is suspended will still be payable.
- 2.4 Persistent Late Collection will result in withdrawal of your child's place.

3. Bookings

- 3.1 Each half term is regarded as a Booking Period.
- 3.2 Once places are booked, either by submitting a Booking Form or by repetition, you are committed to your bookings for the next Booking Period.
- 3.3 You can amend your bookings at the end of each Booking Period.
- 3.4 Absences, for whatever reason, must still be paid for.

Please refer to our Admissions, Bookings and Fees Policy for further information

4. Sickness and Accident

- 4.1 It is important that you inform us of any sickness or absence due to sickness. We may request that your child does not attend Club, depending on the illness, to limit cross infection.
- 4.2 Should your child become ill whilst in our care we will contact you to make arrangements for your child to be collected if necessary

- 4.3 We ask you to be aware that prior permission is needed for us to seek emergency advice/treatment, however in the event of accident the welfare of your child will take priority and emergency treatment could be sought. **If this causes you any concern you must discuss this with us on registration.**
- 4.4 No medicines will be administered without written consent.

Please refer to our Health, Illness and Emergency Policy for further information

5. Provision of Information

- 5.1 It is solely the parent/carers responsibility to ensure we have accurate, up to date information about your child and the use of our provision. We will not be held responsible for problems or costs arising from inaccurate or obsolete information.
- 5.2 Some examples of information needing communication are;
- Changes to information such as phone numbers, address, medical issues etc.
 - Changes to persons nominated to collect your child
 - Absences
 - When your child may be going to a friend's house after school and being collected by another parent. We will not allow your child to go home with another parent until we have personally confirmed this with you.
 - Times and frequency of any extracurricular activities (if applicable)
 - Late Collection arrangements
- 5.3 Where another person who is not listed as a nominated person to collect, perhaps in the case unforeseen late collection or emergency, is to collect your child you must provide them with a password with which they can identify themselves. You must contact us to advise us that someone unknown will be collecting and the password. We will **not** release a child to an unidentified person until we have personally confirmed this with you.

6. Behaviour

- 6.1 The play environment that the Club provides may present different boundaries than those your children are familiar with, but this does not mean we can accept unacceptable standards of behaviour. The principles of positive behaviour are universal and the effects of unwanted behaviour can quickly reduce everyone's enjoyment. We always promote positive behaviour and expect parent/carers to reinforce this and give full support if on occasion we have to address behaviour issues.
- 6.2 If for any reason your child is not happy or the care offered is inappropriate then we may advise that you seek alternative childcare.

7. Termination

- 7.1 You can terminate your child's place at any time. As we re-confirm bookings at the end of each Booking Period, either by submitting an amended Booking Form or by repetition, you may terminate your child's place at this time with no further charge.
- 7.2 If you terminate your child's place during a Booking Period you will still be charged for that Booking Period.
- 7.3 You may withdraw your child at any time but the charges for the current Booking Period will apply.

8. Consents

We need to have specific permissions for the following, whilst your child/children are attending Goslings Out of School Club. Please read and indicate your consent on the final declaration page.

- 8.1 During your child's/children's time spent with us there are opportunities to take photographs of the children participating in activities and outings. These photographs could be used for displays, along with drawings and paintings they may do. There would be a selection of group and individual photos and we understand some parents/carers may be uncomfortable with this practice. For this reason we have to seek parents/carers permission for their child/children to be included in any photographs and how we may use them. Please complete and return the separate consent form.
- 8.2 During the warmer months we will ensure your child is not at risk from high levels of sun. In order to enjoy outdoor pursuits the application of sun cream may be necessary. We are unable to supply suncream, as you will understand not all suncreams are suitable for everyone, so we would be grateful if you could provide your favoured suncream. We need parent/carer permission to apply/re-apply or assist in the application of your child's/children's suncream
- 8.3 In the unfortunate event of accident or injury whilst your child/children are in our care details of the incident will be recorded in the Accident/Incident Book. However we need to have parent/carer permission to seek **EMERGENCY MEDICAL ADVICE/TREATMENT** should it be necessary. This would be either taking your child/children to the nearest **ACCIDENT AND EMERGENCY DEPT.** or ringing for an **AMBULANCE**. You will be informed as soon as is possible of any such incident

The club reserves the right to exclude a child where there is a breach of this contract

