



**DURRINGTON CHILDREN'S CLUB
BREAKFAST CLUB & AFTER SCHOOL CLUB**

INFORMATION BOOKLET AND TERMS AND CONDITIONS

September 2018

General Information

The information contained in this booklet form the terms and conditions for the operation of Durrington Infant and Junior Federated Schools extended provision – Durrington Children’s Club (for ease referred to as “the Club”). The Club provides a before and after school childcare facility for pupils of Durrington Infant and Durrington Junior School, from Reception through to Year 6. The Club operates on school days only and is located in the Dining Hall, located centrally within the School grounds.

To make a regular booking at the Club, parents or carers must complete the Registration Form at the end of this pack and return it to the school office.

Our Club is competitively priced and provides a convenient and flexible option for before and after school wrap-around care. Places must be planned in advance to ensure that we have the correct staffing levels for the number of children attending. For the same reason, this means that we are not able to offer refunds or allow non-payment for non-attendance for cancellations where we have less than one full week’s notice. The Club is always popular and we operate a waiting list where we are oversubscribed, but we do sometimes have same-day ad-hoc availability in case of a last minute emergency. Please check with the School office if a place is available. Due to the additional administration involved in ad-hoc bookings there is a small premium levied on non-regular bookings – see Charging Information for full details.

The Club is an integrated part of Durrington school life, and is subject to the same commitments to safety, safeguarding and welfare of children in its care as we have in the School itself. The Club staff are your first point of contact, but you can also contact the School Office on 01930 260138 or officejunior@dfed.co.uk if you have any concerns you wish to discuss further. The School office is also your point of contact for questions regarding payments and outstanding balances.

The Club is non-profit making but we must also ensure that it is self-sufficient. Should there be any surplus, this is re-invested to provide additional resources for either the Club or the School.

Opening Times and Charging Information

The Club operates in term time, on any day that the School is open to pupils. Outside of the normal school opening times, access is on foot only, via the school gate located by the side of Durrington Library.

Breakfast Club

Breakfast Club is open from 8am until the start of the school day. Your child/children can arrive at any time during this period, but payment is based on a session, so the full fee is payable regardless of the arrival time, and children must arrive before 8.20am if they wish to have breakfast. We are not responsible for your child until they have been signed in by a parent or carer.

Children will be given a healthy breakfast – we have a selection of breakfast cereals, fruit, toast, croissants and drinks. The children will be provided with some quiet activities to keep them busy before school starts. Infant children will then be walked to their class ready for the start of the school day and KS2 children will make their own way to class.

The current charge for Breakfast Club is £3.50 per session for long term places. For ad-hoc attendances (that is, any additional session not part of any regular booking), the fee per session is increased by £1 for each child. Please note that ad-hoc attendance for Breakfast Club must have been booked in advance – please do not just turn up as there may not be a space.

After School Club

The After School Club opens at 3.15pm until 5.30pm prompt. Children in the Infant School will be collected by the Club staff or delivered by their class teacher. KS2 children will go to The Hub, where they will be collected and taken to Club. If your child attends another after school activity they will be escorted to the Club at the end of that activity by the activity leader.

A selection of light snacks and drinks are available. There will be various indoor and outdoor (weather permitting) activities suitable for all ages. You can collect your child at any time, but payment is based on a session, so the full fee is payable regardless of the time of collection.

The current charge per session for the After School Club is £5.50 per session for long-term places. For ad-hoc attendances, the fee per session is increased by £1 for each child. Ad-hoc places cannot be guaranteed as it will depend on expected numbers and staffing on the day required.

Please ensure that we are aware of all persons who have authority to collect your child. We will not allow your child to leave with someone who is not on our list of approved persons.

The Club closes promptly at 5.30pm. Safeguarding requirements mean that if a child is not collected until after 5.30pm, we are obliged to have two members of staff remain on the premises until the child/children can be collected. If you have an unforeseen emergency that will prevent you collecting your child/children on time, please contact the Club or School Office as soon as you are aware of this. After 5pm please contact the Club directly on 07505 408052. We appreciate that unforeseen emergencies can occur, and on the first occasion of late pick up in any half-term you will be reminded of our late collection fees. Any subsequent late collections in the same half-term will incur a late collection fee of £5.00 per child for collections at or after 5.35pm. Collections at or after 5.50pm will be charged at £10.00 per child. This charge must be paid before any further attendance at the Club.

Fees are reviewed annually and if appropriate will increase from 1st September. Parents will be informed of the new rates in the summer term.

Booking

Bookings must be made via the School office. Bookings cannot be accepted by Club staff.

Bookings can be made for any combination of Breakfast Club and/or After School Club sessions. Submission of the Registration Form at the end of this booklet must be made via the School Office to request a place. Submission of the Registration Form does not guarantee a place, and you should not rely on a place until the school office confirms to you that a place is available.

As we need to adhere to strict rules about the number of staff to children, sometimes we cannot accommodate a request for a place and such requests will be placed on a waiting list.

The offer of a place constitutes a commitment for regular attendance and payment for the agreed sessions for the time that your child continues to attend either the Infant or Junior School. If you no longer require that place, please let the office know so that the place may be offered to someone else on the waiting list. To ensure fairness to all parents who request a place, we reserve the right to withdraw a booked place for persistent cancellations. We require a minimum of one weeks' written notice of your intention to leave the Club, and any outstanding bookings within that notice period will still need to be paid for.

Absences and Cancellation Policy

If you do not wish your child/children to attend a pre-booked Club session, please let us know. As we have already committed staffing, any non-attendance must still be charged for, unless the place is cancelled at least one week in advance.

Should your child/children fail to attend Club for two weeks without notifying the office of a planned absence, then we will assume that the place is no longer required and your child/children's name(s) will be removed from further sessions. You will be charged for any booked places within that two week period. Re-admittance will only be possible if the space has not been filled by someone on the waiting list and all outstanding fees have been paid.

Payment

Our preferred method of payment for long term bookings is half termly in advance. Any cancellations that cause a credit balance (i.e. those made in accordance with our cancellation policy) will be carried over to the next half term. Payment for ad-hoc attendances should be made by the end of the week of attendance and we reserve the right to refuse further bookings in the event of non-payment of previous fees.

Payment can be made in cash (we can only accept exact money – any change will be carried over to future bookings) or by cheque (made payable to “Durrington Children’s Club”). You can also pay by bank transfer – please contact the office for details. We also accept payment by childcare vouchers. Please check with your chosen provider to see if we are already registered. If we are not already registered with your provider then we can do so, but there may be a small delay before we can accept payments from the new provider you will need to make alternate arrangements during this period. We are also registered with the Government’s tax free childcare scheme.

We do periodically send reminders regarding any unpaid balances. However, it is your responsibility to make sure that you make payment for sessions attended promptly. Please contact the school office if you are unsure of the amount owed. Any overpayment will be credited against future attendance.

If any unpaid balance exceeds the equivalent of two weeks’ attendance or includes any late collection fees, we reserve the right to refuse further attendance until the outstanding balance is cleared.

Behaviour

The Club adheres to the principle of the schools’ policies. We expect a similar commitment to behaviour from children attending the Club. Persistent poor behaviour may result in your child not being able to attend the Club. Poor behaviour includes, but is not limited to, bullying, verbal abuse, physical violence, fighting, racial incidents, defiance, rudeness to others, dishonesty, disobedience and deliberate damage to property, or non-persistent incidents of particularly serious behaviour (for example which endangers children or staff).

Data

The Club staff hold the personal data set out in the application form when the Club is open. This is to ensure that your child is well cared for whilst in our care, and because the Club operates when school office may be closed. Full details can be found in the schools Privacy Notice.

DURRINGTON CHILDREN'S CLUB

APPLICATION FORM

Child 1 –

Name _____ Date of Birth _____ M/F* Inf/Jun*

Sessions requested (please tick all that apply)

	Monday	Tuesday	Wednesday	Thursday	Friday
Breakfast Club					
After School Club					

Child 2 –

Name _____ Date of Birth _____ M/F* Inf/Jun*

Sessions requested (please tick all that apply)

	Monday	Tuesday	Wednesday	Thursday	Friday
Breakfast Club					
After School Club					

Child 3 –

Name _____ Date of Birth _____ M/F* Inf/Jun*

Sessions requested (please tick all that apply)

	Monday	Tuesday	Wednesday	Thursday	Friday
Breakfast Club					
After School Club					

When do you require the place(s) to start:-

*Please delete as applicable

Please remember that the completion of this form does not guarantee the offer of a place

Home address:- _____

Parent/carer's name(s), place of employment and contact telephone number: _____

Name and telephone number of two emergency contacts – these must be people willing to collect your child should they be unwell and the Club is unable to contact you:-

1. _____ 2. _____

Name, address and contact telephone number of family doctor:- _____

Details of any allergies, medication, dietary requirements etc:- _____

Any other relevant information:- _____

I have read the Information Booklet and agree to abide by the terms and conditions therein and, in particular, understand that I must

- notify the office of any cancellations to bookings at least school one week in advance, and
- give one week's written notice to cancel a long-term place

or I will be liable for the fees for non-attendance.

I understand I am responsible for forwarding the appropriate payment for sessions attended

Parent/Carer's signature _____ Date _____