

Boughton Heath Academy  
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### **Heath After-School Club Terms and Conditions**

These terms and conditions relate to the running of Heath After-School Club and form part of the agreed contract between the parent/carer and the Academy.

Nothing within these terms and conditions affects the parent/carer's statutory rights.

#### **Admissions**

Admission to the club is organised by the academy office. A waiting list system may be implemented when the need arises with places being prioritised in this order: -

1. Parents who require a place for their child every day of the week
2. Parents who require a place for their child on 3-4 days a week
3. Those who require ad hoc child care or for only 1-2 days a week

With the exception of siblings who will have priority for the same day(s) as a sibling already attending.

#### **Application for a Place**

When you apply to use Heath After-School Club, you will need to complete a Child Registration Form, "All About Me!" form and Session Booking form and return them to the academy.

#### **Changes to booked sessions/cancellation**

Fees are payable at the time of booking. Any changes to bookings are subject to availability and require 5 days notice. Bookings, changes, and cancellations must be made on iPAL. No refunds will be issued for changes made less than 5 days from the booked session.

#### **Payment of fees**

The fees for 2019/20 are:

- Breakfast Club Session £2.25
- After-School Session £10

We are sensitive to parent/carer's circumstances, therefore please contact the academy if you are experiencing financial difficulties.

#### **Illness**

- The Academy should be informed before 2pm if your child is not attending the afternoon session of Heath Club for whatever reason.
- We reserve the right to administer basic first aid and treatment where necessary. Parents will be informed of any accidents and will be required to sign an accident form. The Club will only administer medication in line with the academy's Administration of Medicines policy.
- Please do not send your child to Heath Club if they are unwell. If your child is unwell please keep them at home until your doctor confirms any risks of infection have gone.
- In the case of sickness and diarrhoea this would be a period of 48 hours after the last episode.
- Your child may be requested to be withdrawn if they are suffering from any contagious illness and there remains a danger that other children will contract the illness.
- Please advise us of any infectious ailment.

### **Allergies, asthma, medical conditions**

Parents/carers must inform the Heath Club and the Academy immediately if their child has or develops an allergy, asthma or any other medical condition in writing.

Parent/carer's must provide Heath Club with the full information regarding the condition and treatment in writing.

As the number of children with nut allergies is on the increase we ask parents to support us in the aim to keep the Heath Club a nut free environment. Parents are asked not to send food or empty food packaging that may have contained nuts. We also request parents not to use creams, sun creams or oils etc. on their child that may contain nut oil as this may have severe consequences for another child or a member of staff.

### **Contact Information**

Parents must ensure their contact information on the iPAL system are up to date. It is vital that we have correct contact details.

### **Data Protection/ Photographs**

Information provided for use by Heath Club will be shared with Heath Club staff and the Academy and will be subject to data protection in line with the Academy's privacy notice for pupils. We regularly take photographs to record children's experiences and these are shared with their parents. These photographs may be used for promotional purposes or uploaded to the academy website including the academy's Twitter feed. If you do not wish your child to be included in these photographs, do not tick the permission box on your application pack permission form.

### **Increases in Fees**

Boughton Heath Academy reserves the right to review fees annually.

### **Opening times**

Before-school ("Breakfast") Club will operate during term-time from 7:45 a.m. to start of school day.

After-school Club will operate 3.15 p.m. – 6.00 p.m.

Planned closures will be notified in advance.

Unplanned closure due to circumstances beyond our control cannot be refunded e.g. due to adverse weather. However, please be assured that Heath Club will only close in the event of exceptional or extreme circumstances or when there is a serious concern for the wellbeing of children and staff.

### **Child Collection**

Parent/carers must sign their child in/out of Heath Club when arriving at or leaving the premises through the iPAL system.

All children must be collected by an adult over the age of 16 years. We will only allow your child to leave with an appointed person. If someone other than the appointed person is collecting your child, please telephone to let us know and we may require evidence of the person's identity on arrival.

The Club finishes at 6pm. It is important that your child is collected on time. Please contact the Club via the academy office before 3:15pm or by telephoning the club (07926611517) thereafter if you know you are going to be late.

If you are late collecting your child we reserve the right to charge an extra fee of £10 for every 15 minutes that you are late. This is necessary to pay staff to stay on and look after your child.

### **Behaviour and Conduct**

The Heath Club staff will at all times maintain a courteous and professional attitude towards children, parents and carers and other staff.

We will not tolerate staff being spoken to in an abusive or threatening manner by parents, carers or children. Such behaviour may result in the termination of a Heath Club place.

We will support parents/carers in managing children's disruptive or inappropriate behaviour. However, if your child's behaviour is deemed by the Principal or Vice-Principal to be unacceptable or endangers the safety and wellbeing of the other children at Heath Club we may require your child to be withdrawn for a period of time. During this period we will address any problems with the parent/carers.

Please also see the academy's Behaviour Management Policy for more details.

### **Liability**

We accept no responsibility for children whilst in their parent's care on Academy premises i.e. prior to arrival or after pick up.

- We will endeavour to keep parent's and/or children's property in good order.
- Liability for damage of such property is excluded except where caused by our negligence.
- The Club does not accept responsibility for accidental injury or loss of property.
- We maintain those insurances required by law.
- Heath Club is part of Boughton Heath Academy - insurance is provided under the DfE's Risk Protection Arrangement

Heath Club cannot be held responsible for the loss or damage to children's property. Please refrain from bringing personal property. Every reasonable effort will be made by staff to ensure that the child's belongings are not lost or damaged. All children's property including their uniform and clothing should be clearly labelled with their names. No jewellery should be worn.

### **Safeguarding children**

Please see the academy's Safeguarding and Child Protection Policy for further details.

### **Property and belongings**

Please refrain from bringing in personal property to avoid the risk of loss or damage.

### **Termination**

We may immediately end our contract with you if you fail to adhere to agreements made by you to clear outstanding fees; if the parent/carer has behaved unacceptably; or if a child's behaviour at Heath Club is deemed by the Principal or Vice-Principal to be unacceptable or endangers the safety and wellbeing of the other children.



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