

# Kettlesing Felliscliffe CP School

## Merlins Terms and Conditions



### 1. Time and Locations

- 1.1 Before and After School Care, to be known as 'Merlins' operates daily, term time only either in the school hall or in our Class 1 – Conservatory - Classroom.
- 1.2 Breakfast Club runs from 8am to 8.45am and After School Club runs from 3.30pm to 5.30pm.

### 2. Charges and Bookings

- 2.1 All bookings should be made via a booking form and handed in to the office. For a last minute booking, where it is impossible to complete a booking form, a telephone booking will be acceptable.
- 2.2 If a child does not attend a booked session, i.e. as a result of a holiday or other absence, the full charge for the booking will be made. The exception being, when a child represents school in a sporting activity. In this case the session may be carried forward.
- 2.3 If a child is collected earlier from After School Club than the arranged booking time, the original booking fee will still apply.
- 2.5 Parents who collect their children late will be charged an extra £2.00 per 15 minutes before 6pm and £10.00 per 15 minutes after 6pm.
- 2.6 Sessions can be booked and paid for a half term in advance otherwise, payments should be made via Parent Mail in advance of the sessions being taken.
- 2.7 The charge for late payment of fees is £20.00 per week, per child. The fees are calculated on attendance days in that particular month taking into account training days and school holidays.
- 2.8 Booking forms can be found on the website, in the school foyer, or requested from the office.

### 3. Emergency Attendance

- 3.1 Emergency attendance at Before or After School care will be possible and these additional sessions will be added to ParentMail by the end of the week that they are taken in.

### 4. Food

- 4.1 Breakfast and Afternoon tea will be offered to the children depending upon the session attended.
- 4.2 Children's food preferences will be taken into account along with any allergies.

### 5. Behaviour & Code of Conduct

- 5.1 Children will be expected to adhere to the STAR ethos and Christian Values of friendship, trust, hope, reverence and respect, as outlined in the Home School Agreement.
- 5.2 All school policies will govern the before and after school care.

### 6. First Aid & Medical

- 6.1 All staff are first aid trained.
- 6.2 If a child becomes unwell during the club, parents will be contacted to arrange for their child to be collected.
- 6.3 Children with other medication e.g. inhalers or auto injectors will have them readily available.

## **7. Contacting the Clubs**

7.1 The clubs are contactable via the school phone number.

## **8. Collection from the Club**

8.1 Collection of children from the club will be via Class 1 – Conservatory - Classroom.

8.2 Parents may park outside the school building, or in the Village Hall car park.

## **9. General**

9.1 Kettlesing Felliscliffe CP School reserves the right to close either club with a one-month notice period to parents, should the predicted uptake not be maintained.

9.2 After School Club will close at 4.30pm on the last day of term.

9.3 NOTICE PERIOD: We require four weeks' notice in writing of your intention to withdraw your child from the club or to reduce sessions. If the required written notice is not given the usual monthly fee will be charged.

9.4 Training Days: There is no charge to parents for any school training days.

9.5 **Clothing and Personal Property:** Kettlesing Felliscliffe CP School cannot be responsible for loss or damage to clothing and property. Whilst all care is taken to protect your child's clothing, you may wish to provide them with a change of clothes from their school uniform. Children may also play in the school garden, therefore, you may wish to bring a change of footwear also. We cannot accept responsibility for expensive footwear. Children are not to bring - jewellery, money or other valuables to the clubs; nor are they to bring sweets, chocolate, chewing gum or pop.

9.6 **Holidays & Closure:** The club is open term time only. Exact dates of holidays are published in a calendar each year.

If the club has to close or we take the decision to close due to events or circumstances that are outside of our control, or because the school has closed, we shall be under no obligation to provide alternative childcare facilities for you. If the closure exceeds 3 days in duration (excluding any days when the club would otherwise be closed) we will credit you with an amount which represents the number of days the club is closed in excess of 3 days.

By using this facility, you automatically agree to our terms and conditions.

## **Pricings for 2023/24 (updated September 2023)**

Morning Merlins: £5.00

Evening Merlins: £12.00

Late Bookings for Evening Merlins: £1.00 surcharge