



## **Millbrook Primary School Kids Club**

### Before and After School Wrap Around Provision

#### **Terms and Conditions**

##### **Our aims**

We aim to provide a high-quality service which meets the needs of both parents/Carers and children. For parents/Carers, this means knowing that your child is safe and happy in a club that is reliable and offers a consistent service. For a child, this means an environment that is safe, supportive, encouraging, nurturing, a place to be with friends and make new ones, try out new activities, to relax, to have fun and enjoy. Parents/Carers are expected to give their support and encouragement to the aims and values of Millbrook Primary After School Club and to uphold and promote its good name. Millbrook Primary After School Club will ensure that appropriate standards of behaviour, discipline, adult ratios and hygiene are maintained.

#### **Terms and Conditions**

All staff are all DBS checked and are committed to on-going training and professional development.

All employer childcare vouchers are accepted.

Admissions Wraparound Care is solely for those children who attend Millbrook Primary School and is available for all children from Nursery up to Year 6. All sessions have a minimum and maximum number of spaces. Should minimum numbers not be reached the session will unfortunately not take place.

### **End of Term Session days**

(This applies to Christmas, Easter and Summer breaks when the school have a 12:30/half day finish.)

- Kids Club will only operate on these days if sufficient staffing can be provided and there is adequate take up.
- Sessions on these days will run from 12:30-3:30pm, and parents will provide a packed lunch.

### **Employer Supported Childcare**

- Millbrook Kids Club are able to accept payment from all company childcare voucher schemes.

### **Grounds for Exclusion**

- Any child who has suffered from diarrhoea, sickness, high temperature must be kept away from school for a period of 48 hours after such condition has ceased.
- Other grounds for exclusion are persistent poor behaviour by the child (which includes but is not limited to, bullying, verbal abuse, physical violence, fighting, racial incidents, deliberate damage to property), or non-persistent incidents of a particularly serious nature which endanger children or staff or where a parent/carer is in breach of any of the terms and conditions.

### **Reservation of Rights**

Millbrook Kids Club reserves the right to:

- Exclude a child or family from attending the club or refuse to accept registration at its sole discretion.
- Close the club on the grounds of staff shortage, unavailability of facilities or any other reason which the manager deems is necessary to safeguard the children. Reasonable notice will be given where possible.
- Change these terms and conditions at any time and will give written notice of such changes to parents/carers.

### **Waivers, Exclusions and Jurisdiction**

- Millbrook Kids Club shall not be liable for any direct or indirect loss suffered by parents/carers as a result of club closures under the terms of the agreement, including but not limited to loss of profits, increased cost or expenses or wasted expenditure.

- Millbrook Kids Club accept no liability for the administration of medication in accordance with the parents/carers written instructions. Medication will not be administered in the absence of prescription information.
- Millbrook Kids Club accepts no liability for the loss or damage (including consequential loss) to property brought to the club premises, caused by the actions of children or third parties or accidental damage caused by staff.
- Millbrook Kids Club accept no responsibility for injury caused from pre-existing medical conditions, which are not notified to the club.

### **Non-payment and debt**

In the event of an account falling into arrears, the following process will be implemented.

- In the event that your account has an overdue balance, we will email you to advise you of this and request that your account be brought up to date.
- If you fail to bring your account into credit, within 7 days of this notice, we reserve the right to cancel future bookings until full payment of arrears is made.
- Unattended booked sessions will be charged for.
- If a person continues to owe money on their account and won't pay, and having attempted reasonable mediation/settlement we will pursue debt recovery through our solicitors.

### **Cancellation/Refunds**

Due to the high level of demand, refunds will not be given should you cancel your child's session or if your child is absent from School (including – illness and occurrence of pandemics/epidemics), unless there are exceptional circumstances.

### **Changes to days and cancelling your place**

We require half a term's notice of termination or of changes in pre-booked attendance patterns. If you need to change the days that your child attends please contact the School Office. We will try to accommodate such changes whenever possible.

### **Pupil Conduct and expectations**

Pupil's attending the clubs must agree to:

- Demonstrate the school's core values at all times showing respect for themselves, adults, peers and resources.