



FARADAY CLUB

Holiday Playscheme &
Out of School Care

At CAROLINE HASLETT SCHOOL
SHENLEY LODGE

MILTON KEYNES MK57DF

01908 695410 / 07966470676

faradayclubmanager@carolinehaslett.milton-
keynes.sch.uk

Terms & Conditions of the Faraday Club

It is important that all parents/carers read this document.

We would like to welcome you and your children to the Faraday Club and ask you to observe the conditions set out below to ensure the smooth running of the Club

1 Opening Times and Charges

Breakfast Club: 07.50 – 09.00 cost per child is £4.50 per day/ £3.50 per day if attending afterschool club on the same day.

After School Club: 15.15 -18.00 cost per child is £9.00 per day

Attendance at both Breakfast & After School Club's on the same day is £ 12.50 per day

Bank Holidays

If a Bank Holiday falls within a term time week, then this day will be included in the fees for childcare. Refer to website for dates.

Children attending Caroline Haslett School

Holiday Playscheme 08.00-18.00 cost per child is £22.00 per day*

Half-Day Playscheme 08.00-13.00 or 13.00-18.00 is £14.00

* If child attends for a five-day week the charge is £105.00

Cost of trips will be charged extra

Children not attending Caroline Haslett School

Holiday Playscheme 08.00-18.00 cost per child is £25.00 per day*

Half-Day Playscheme 08.00-13.00 or 13.00-18.00 is £16.00

* If child attends for a five-day week the charge is £120.00

Cost of trips will be charged extra

Term time fees are payable one month in advance either by cash, cheque or electronic transfer. You shall receive a monthly statement and all fees are payable by the 1st of each month.
All payments will be receipted as proof of payment.

Fees outstanding past the 10th of each month will incur a **£10.00** surcharge each week. A notice of termination of club services will be issued if payment is late on three occasions.

In these circumstances the normal notice period is not applicable.

In the event of un-cleared cheques the club will impose a fee of £20.00.

Important

If for any reason your child cannot attend a session during term time for which a place has been booked, it is essential to inform the Faraday Club on 01908 695410 or 07966470676 by 12 noon. During Playscheme we ask that you contact the club before 9.00 am and 12.00 pm for afternoon sessions. Absence for holidays and sickness are still chargeable.

1.1 Should the club be closed due to the closure of the school grounds for adverse weather conditions or a public health outbreak, there will be no refund of fees.

2 Breakfast and Afterschool Club Bookings

Before starting at the Club, each child must have a completed Registration Form and also pay Annual Membership. The Annual Membership that covers the academic year September – July is £8.00 per child or £10.00 per family (where more than one child attends the Faraday Club). Annual Membership fees will be administered at the time of booking. The membership will be updated before the start of the new school year.

Booking of places must be made by contacting a member of the management team.

Spaces will only be allocated by management and written confirmation will be received.

All children must be signed in by a parent, guardian or named person on their registration form for the morning sessions, and be signed out at the end of each day to ensure the children's safety. Only children with written permission will be able to walk in alone and leave alone.

We operate on a first come first served basis and a waiting list thereafter. Priority will be given to siblings of children that currently attend the club.

2.1 Playscheme Bookings

All holiday bookings need to be made on our booking days (a copy of dates are available upon request). Full payment must be made at the time of your booking (excluding summer scheme) to secure your place. We require a 50% down payment towards summer Playscheme bookings and full payment for all excursions. An annual membership will also apply during this period. Fees outstanding past the end of Playscheme, will incur a £10.00 surcharge each week the fees remain outstanding.

Cancellation for any Playscheme booking will require a 5 working day notice period. Refunds will only be given at the discretion of the management.

Please note: All dates for the up and coming Playschemes can be found at www.haslett.org.uk

3 Collection

The Faraday Club operates from the close of school until 6.00pm. It is parents' responsibility to ensure your child is collected from the Club. If you are unable to collect your child on time we will only release your child to the registered person on your collection agreement (section 3b of your registration form). Each Parent or Carer is expected to make their own emergency provision for collection of their child and to notify Management accordingly. Failure to arrange sufficient collection from the club will result in the club contacting The Out Of Hours Social Services Team. The Club must also be notified if your child is taking part in extra-curricular activities outside normal school hours.

3.1 Penalties for late Collection

If your child is collected late, the following charges will apply:

- £ 15.00 for collections after 6.00pm to 6.15pm
- And £5.00 for each 5 minutes thereafter
- From 6.30pm Social Services will be called

However, these basic fines only apply if the person collecting contacts the Club to let us know that they are going to be late before 6.00pm. This enables the Club to plan for staff to stay-on and your child can be advised that he/she will be collected late.

IF YOU DO NOT CONTACT THE CLUB BEFORE 6.00pm, to let us know that you are running late, THE BASIC FINES OUTLINED ABOVE ARE DOUBLED. The fines apply for the first and second occurrences of late collection. FOR THE THIRD LATE COLLECTION THE FINE WILL BE THREE TIMES THE BASIC FINE.

Additionally, whether you contact us or not, YOU WILL ALSO BE ASKED TO COVER ANY COSTS INCURRED BY THE CLUB OR STAFF that result from late collection. This might include the costs of trying to contact you, providing a meal for your child and those staying to look after them, or the costs of taxis or other transport for your child or those looking after them. All fines are payable immediately in full.

3.2 Contacting You

We will telephone you at home or on other contact telephone numbers at 6.05pm. It is a requirement of the terms and conditions that the Club has up to date contact details for you and that you (or another nominee) are contactable at all times.

If you have not contacted us and given a firm time for collection by you or an approved substitute, we will telephone Social Services at Milton Keynes Council, as your child will be regarded as 'abandoned'. We may also need to contact the Police. As you will appreciate, we have to do this for the protection of your child. Clearly, these or other authorities may seek to take further action.



3.3 Future Attendance at the Club following Persistent late Collection

We hope that the structure of fines will act as a deterrent for late collection. However, we have had rare occurrences where parents do not take their responsibility to put in place arrangements to ensure that a responsible person collects their children. Due to these rare occurrences, after the THIRD Late collection we will provide a warning that IF THERE IS A FURTHER LATE COLLECTION THEN THE CHILD'S PLACE AT FARADAY CLUB WILL NO LONGER BE AVAILABLE. With co-operation of all parents, the Club hopes never to get into the position where it will be necessary to take this final step.

4 Health & Safety

Children can only be admitted to a session if they were in attendance at school that day and were not ill at the end of the school day. Premises, materials and equipment will be checked on a daily basis for hygiene and safety purposes and any unsafe equipment removed from use.

There is always a qualified first aider on site and a first aid box will be available on the premises at all times. Accidents / Incidents will be recorded and the parent/carer notified.

4.1 Child Illness

The Faraday club follows the same policy as Caroline Haslett Primary school with regards to illness. If a child in attendance at the club is ill then the parents will be contacted and asked to collect their children. If the child has been vomiting or has diarrhoea then they should not attend the club for a period of 48 hours after the last incident. If you require a member of staff from The Faraday Club to administer medication, we ask that parents fill out and sign a medication form stating the name of the medication, the required dose, where the medication is to be stored and when the medication needs to be taken. We ask that all medication comes in its original bottle and packaging with the child's name clearly visible. If the medication is in sachet form we ask that parents inform us of the number of sachets to be used, and this is detailed on the form.

4.2 Fire Safety

Fire drills will be held on a regular basis. In case of emergency, the following will apply:

- **ALARM**

Alarm bell sounds. In the event of failure, hand bell and whistles are used.

- **ACTION**

Leave the building by nearest exit.

Leave all belongings behind.

Go to assembly point (main playground / bike shed)

- **REGISTRATION**

Registration is taken to ensure all children are present.

MANAGEMENT TO INFORM STAFF AND CHILDREN WHEN IT IS SAFE TO RE ENTER THE BUILDING

5 Behaviour/Discipline Procedures

The aim of the Behaviour Policy is to provide the children with a safe and supportive environment, to give staff our full support and to be clear with parents or carers about the process we will go through to monitor and deal with incidents. Staff and volunteers will take the following actions:

- Remove the child from the situation and distract the child to another activity
- Explain to the child why the behaviour is unacceptable
- Talk to the parent or carer to see if there is reasoning behind the child's behaviour.
- If unwanted behaviour continues the 'ABC Procedure' will then come in to action. This policy and procedure can be seen on request.
- Praise children when appropriate

Our procedure is to complete 'ABC Forms' where children, parents and staff agree how to deal with persistent inappropriate behaviour. We will need to complete forms with parents after three minor incidents recorded in the book, or after a single major incident. If the child continues to act inappropriately, breaking the agreement outlined on the ABC Form, and then it may result in the child being asked to leave.

All children and staff have a right to work or play in a safe, pleasant and non-threatening environment. Furthermore, the Club cannot tolerate damage to equipment or furniture. A copy of our Behaviour Policy is available on request.

Children's Golden Rules

1. Respect each other and equipment
2. When being spoken to listen to staff and children
3. When playing outside stay where the staff can see you
4. Tell a member of staff if you have a problem
5. Remember- running is for outdoors, walking is for indoors.

6 Equal Opportunities

- The Faraday Club strives to uphold the policy that no individual, whether employee or participant in the Club, will receive less favourable treatment on grounds of race, gender, religion, or marital status. Applications from disabled children will be welcomed and discussions will be made between the Play leader and the parent/carer to ascertain whether or not we can fulfil the duty of care.
- Racism, harassment and/or victimisation will not be tolerated and will be actively challenged by the staff. We ask parents/carers and children to refrain from such behaviour within the Faraday Club.



7 Grievance

Any parent/carer who has a grievance should first seek to resolve it with the management. If the outcome is unsatisfactory, then the next course of action is to inform the Head Teacher. A meeting will then be arranged to resolve the grievance. The decision of the Head Teacher is final, without the provision for appeal.

7.1 Complaints procedure

In the event of a complaint, which cannot be resolved, the following procedure will apply. The complaint shall be submitted, in writing, to the Head Teacher who will ensure it is fully investigated and a reply provided to the complainant within 14 days. If dissatisfied, a complaint can be made direct to OFSTED by calling 0300 123 1231.

8 Termination

Notice to terminate membership must be given one month in advance. Failure to do so will incur a full months charge. The Faraday Club holds the right to withdraw any applications at any time without notice.

9 General Information

Details of forthcoming Playscheme trips and activities, along with any changes to the Faraday Club's opening hours, are posted in the club's reception area and on the school website. www.haslett.org.uk

All policies and procedures for the setting are available on request.

10 Children's belongings

If your child decides to bring in any toys from home, The Faraday Club will not be liable for any damage/loss of the equipment.

In line with the E-safety policy and keeping children safe, children are not allowed to bring their own electronic devices in to the Faraday Club, this includes any versions of I pads, Tablets and handheld devices.

If your child needs to have their mobile phone with them, this must be handed in to a member of staff at the start of the session and will be returned to them at the end of the session.

Agree to comply with the Terms & Conditions stated above.

I/We parents / Guardians of;

.....
.....

Date of birth

Residing at;

.....
.....

Signed.....

Date.....

Print Name.....

Registration fee paid.....

Email address.....