



Terms & Conditions

Information for Parents / Carers

Berry Hill Primary School provides extended childcare provision for its pupils via an after-school club called 'The Hangout' the club is run by school staff. The club will not operate in school holidays or on INSET days.

Aims

- To provide high quality childcare that meets the needs of parents/carers.
- To provide a happy and welcoming environment where children feel safe and happy.
- To maintain good relationships with the children encouraging cooperation and providing help and support.
- To have strong partnerships with parents/carers.
- To provide children with a nutritious light tea and drink at the after-school club.
- To offer a range of structured and free play opportunities and activities to engage and stimulate the children and foster their independence and self-esteem.

Contact Numbers for After School Club

01623 478477 – during school hours this will go to the school office, after this, in an emergency, parents can contact the school office and select option 3 – this will transfer the call directly to the 'The Hangout'.

Registration

In order to be able to book sessions, parents/carers will need to complete a Microsoft Forms registration form detailing emergency contacts, dietary and medical information. Please note that 'The Hangout' is only open to pupils in F2 (reception) and above.

Booking System

Bookings will be made by calling the school office. In order to allow school to staff and plan, bookings will need to be for set days and for half-terms at a time. E.g. this half term you would like to book Mondays and Wednesdays. This booking secures the place and ensures that availability is guaranteed for your child. Payment will be made through school's existing payment system, 'School money' and needs to be paid a week in advance.

If no space is available, then the parent/carer will be notified that their child is on a waiting list. Places are offered on a first-come first-served basis.

Ad hoc sessions can be requested by emailing or calling the school office at office@berryhill.notts.sch.uk or on 01623 478477, giving at least two days' notice. The parent / carer will be notified as soon as possible after receiving the request if a place is available.

Price/Payments

The Hangout: £10.00 per evening (15:20 – 18:00)

Payments are to be made using the on-line School Money system. Unfortunately, no cheque or cash payments can be accepted in the office.

Payments **MUST** be made **THE WEEK BEFORE**, in advance. Where a payment has not been received in advance a place at the club cannot be guaranteed.

All payments are non-refundable as provisions are purchased based on the number of places a child is registered for. Refunds / credits will not be given for non-attendance / cancellations due to sickness or any other absence or for sessions only partly attended.

In the event that you would like to change the days that your child attends after school club please contact the office with your new requirements two weeks in advance. The school office will let you know if the new days are available.

Berry Hill Primary School requires at least two weeks written notice if you no longer require a place for your child/ren at after school club.

No partial refund will be given for any sessions only partly attended.

School will give one term's notice of any change in fees.

The school reserves the right to exclude children from the breakfast club if fees have not been paid and arrears are accumulating.

Parent / carers are advised to contact the school in case of any difficulties with payment for after school club.

Going Home and Signing Out

We request that all children are signed out by the parent or carer collecting your child. Please sign your child out by entering the time and parent/carer signature.

We will only allow children to be collected by named individuals therefore it is important you keep us updated with any changes. Should you wish to change/add/delete a person's name to the list of who can

collect your child/ren, please notify in writing who these persons are and pass this information onto the school office.

Late Collection of Children

Members of staff working at 'The Hangout' are only employed until 6pm. Collection after this time will result in a late collection charge of £10 which will need to be paid before further bookings can be made. In the event of consistent late collection, the school reserves the right to withdraw this service and parents would need to find alternative arrangements that better suit the hours that they need childcare for.

Behaviour

The parents/carers must accept the authority of the after-school club staff to take all reasonable disciplinary or preventative action necessary to safeguard and promote the welfare of each child. If a child exhibits extreme, aggressive or violent behaviours, the child attending Berry Hill's after-school club may be deemed unsuitable / unacceptable. In this instance, the service may be withdrawn temporarily or permanently if the attendance puts the child, other children or staff at risk.

Dietary and Medical Needs

It is the parent's / carer's responsibility to disclose any special dietary needs or medical conditions on the registration form.

Accidents

All accidents that the staff are made aware of are documented on an accident slip and the information will be communicated with home in line with school policy. Should the need arise, the parents/carers hereby give their consent for first aid to be administered and or the emergency services to be contacted. The emergency contact details will be those held on the pupil's record and our normal school procedure for notifying parents in the event of an accident will be followed.

By making a booking for after school club you are confirming that you are happy to be bound by these terms and conditions.

The school retains the right to make changes to these terms and conditions without prior notice.