



Fingringhoe C of E (VA) Primary School

BAA Club Terms and Conditions

Aims:

- To provide a safe and stimulating environment for pupils of Fingringhoe Cof E Primary School after the school day.
- To provide an environment where pupils can learn, have fun and relax.
- To provide attending pupils with a snack and an after school.
- To enable parents of the school to have access to quality care enabling them to fulfil their functions in the wider community.
- To provide a consistent and professional service for all.

Session Times:

Afternoon (incl, drink and biscuits/ alternative snack)	3.00pm-4.15pm
Afternoon (incl, drink and biscuits/ alternative snack)	3.15pm-5.00pm

Authorities:

- Parents/carers authorise 'BAA' to take all necessary action to safeguard and promote the welfare of the child.
- Parents/carers consent to use of physical contact with children as may be lawful, appropriate and proper to provide comfort to a distressed child or to maintain safety and good order.

Accidents/Illness/Allergies:

- All accidents that the Managers are made aware of are recorded in the appropriate documentation on site. They are reported to parents/carers at the end of the session.
- In the case of an emergency requiring hospitalisation, parents/carers will be notified by phone after an ambulance has been called.
- The Headteacher of the school will be informed of any accident that requires hospital treatment, after the parents/carers of the child have been informed.
- If a child has a known medical condition, it is the responsibility of the parent/carer to inform 'BAA' of any necessary arrangements that may need to be made.
- If a child has been in contact with any infectious diseases, parents/carers must comply with the School's Policy on sickness.
- Parents/carers must ensure their contact details are up to date. Any changes must be notified to the School Office Manager as soon as possible.
- Parents/carers must inform 'BAA' Manager if their child is unwell and will not be able to attend a session as soon as possible.

Lost Property:

- 'BAA' accepts no responsibility for the loss of or damage of property brought on to the premises by a parent/carer or child.

Admissions/Bookings:

- 'BAA' is open to all children that attend Fingringhoe CofE Primary School.
- If all places are filled a waiting list will be established with the following priority order:
 - Siblings already attending.
 - Existing users who require the greatest number of sessions each week during term time.
 - Any other child attending Fingringhoe CofE Primary School
- Ad hoc/emergency sessions may be made by calling the school office.

Charging:

- Sessions will be charged as follows:

Afternoon (incl, drink and biscuits/ alternative snack)	3.00pm-4.15pm	£4.50
Afternoon (incl, drink and biscuits/ alternative snack)	4.15pm – 5pm	£3.50
Both Sessions (incl, drink and biscuits/ alternative snack)	3.00pm-5.00pm	£8.00

- Sessions may be cancelled by informing the school office and charging will follow the criteria below:
 - **Sessions must be cancelled 48 hours prior, otherwise normal charges will be applied.**
 - Sessions will not be charged if at least 48 hours notice is given.
- Parents/Carers who undertake shift related work (such as Health Care or Policing) will have the option to change session patterns without charge if the school office are informed of the pattern in advance, as soon as their shift pattern is issued.
- Sessions will still be charged if a pupil is unable to attend through short term illness.
- All children attending the afternoon sessions must be collected by the session end time as listed above, otherwise late collection charges will be applied.

Late collection of pupils will incur the following charges:

- Late collection 10 minutes or more after 4.15pm session end will incur a charge for a session to 5.00pm.
 - Late collection after 5.00pm will incur a charge of £4.50 per child for the first 10 minutes and for each block of 15 minutes after that.
- Payment for sessions are to be made via ParentPay.
 - In the event that 'BAA' is closed due to severe weather conditions or Manager shortage parents/carers will not be charged for their sessions for the time of closure.

General Conditions:

- The Office Manager must be notified in writing immediately of any changes to contact details or family situations, Court Orders or situations of risk in relation to the pupil for which any special precautions may be needed.
- The 'BAA' Manager has a duty to report any significant concerns that they may have about the safety/welfare of any pupil to the school's Designated Child Protection Officer.
- Parents/carers agree to inform the Office Manager and/or 'BAA' Manager of any necessary information to safeguard or promote their child's welfare or avert the risk of harm to their child or any other person. Staff will be informed of sensitive issues concerning a child on a 'need to know' basis.
- 'BAA' operates within the school's published Equalities Policy.
- 'BAA' operates within the confines of the school 'Behaviour Management Policy.
- 'BAA' operates within the school's Parental Consent and Data Protection permissions as completed by parents/Guardians issued during the Autumn term.
- In the event of closure of 'BAA' due to severe weather conditions, or other unforeseeable events, parents/carers will be notified through the school email system and school website (please make sure all contact emails are kept by to date by contacting the Office Manager with any changes).
- The school reserves the right to close 'BAA' on the grounds of staff shortage. Reasonable notice will be given where possible.
- 'BAA' is covered by the school's insurers.
- Parents/carers who have cause for complaint in relation to any matters of quality, safety or care must inform the Headteacher by following the school's complaints procedures.