

Kelvin Grove After School Club
Kelvin Grove
Sydenham
London
SE26 6BB
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Ofsted Registration No: *EY100690*

Kelvin Grove Primary After School Club Registration Contract and Guidelines For Parents and Children

Welcome to Kelvin Grove's 'ClubXtra' Afterschool Club. We are pleased to be able to offer a place for your child. It is important that a registration form is completed **before** your child's club start date.

Included in this pack are the clubs guidelines, aims and policies and contract and registration forms. It also includes procedures the club will take in an emergency situation.

Kelvin Grove Primary School has a Governing Body who is responsible for the running of After School Club. The headteacher and Club Co-ordinator manage the set up and organisation of the After School Club. The After School Club Manager is responsible for the day to day management of the club. The Headteacher is the registered provider with Ofsted.

Admissions and Fees Policy

Kelvin Grove After School Club is a registered childcare provider.

The criteria for children's attendance are:

- ✓ Parents/carers are working
- ✓ Parents/carers are retraining for work
- ✓ Child is in need (as defined in the Children's Act)
- ✓ Child is aged between 4 and 11 years old
- ✓ The child attends Kelvin Grove Primary School

Waiting List

If the club becomes full there will be a waiting list in operation. Priority will be given to siblings of children already attending the club.

Fees

The fees will be reviewed annually by the Governing Body. If any increase is to be made parents/carers will be given a minimum of one month's notice.

Fees for 2020/2021:

£11.50 per evening session (including snack)

£11.50 per evening session for first sibling (including snack)

£10.50 for every other siblings (including snack)

There is a £6.00 late fee for children collected after 6.00pm

Fees should then be paid monthly in advance via your **SIMS Pay** account. In the case where fees have not been paid to the After School Club within one month, the Club Manager will inform the parent/carer in writing that the arrears have been referred to the Business Manager. If the arrears are not paid within one month the parent/carer will be informed that the child care place will be cancelled unless the amount is paid in full immediately. Parent/carers in financial difficulty are advised to meet with the School Business Manager or Headteacher as soon as possible.

The school is happy to accept childcare vouchers that are provided by the workplace of a parent/carer. Please see the School Business Manager to discuss this further and make the necessary arrangements.

NB: If you have not paid your fees in full for the previous academic year you will not be offered an after school place for the coming year.

Arrivals and Departures

It is the After School Club Manager's responsibility to ensure that the records kept for children are accurate and that any arrivals and departures are recorded. The register will be kept in an accessible place on the premises at all times. The club keeps registers and signing out sheets for 6 years. If a child attends another club, the time of arrival must be written on the register.

The attendance and collections register, attendance sheet and monthly return form should be completed every evening. The names of staff attending and any visitors should be noted in the diary.

If an adult arrives to collect a child who does not appear on the registration form, the parent/carer should be contacted immediately. It is important to inform the ASC Manager in advance of any changes to collection arrangements. The parent/carer must contact the Afterschool Club straight away if they are likely to be late collecting their child from the club. There will be a late charge of £6.00 for every 15 minutes (or part of) a child remains uncollected. Persistent lateness could lead to the loss of the After School Club place.

When a child is collected from the centre he/she should be signed out. This includes the date/time, the name of the person who collected the child and a signature should be recorded. It is the parent/carers responsibility to sign the child out.

Absences and Adhoc Places

You will be required to pay for your child's ClubXtra place even if your child does not attend each and every pre-booked session. Your chosen contractual days cannot be swapped throughout the week as this causes issues with adequate staffing levels.

Ad-hoc places will not be available from September 2020, unless in emergencies and agreed by Mr Hyde, Mr Clark or Miss Magee.

The club will not charge for any days that are out of the parents control i.e. school journey, early school closure. It is at the Headteachers' discretion to waive these fees for long periods of sickness.

If your child attends other school clubs, you will still need to pay the full rate. This is due to staffing costs.

Documentation and Information

The Afterschool Club is aware of its obligations with regard to the storing and sharing of information under the GDPR guidelines. It is also committed to complying with the legislation and guidance. The ASC Manager and staff are aware of the implications of the GDPR and of all roles and responsibilities. The Afterschool Club is committed to being open to parents/carers in regards to its policies and procedures and the information that the club may hold on a child. Records and information held on a child will be available to parent/carers upon written request under the Freedom of Information Act 2000.

Policies

The Afterschool Club has adopted the following school policies:

- Behaviour Policy
- Anti-racist and Harrassment Policy
- Equal Opportunities Policy

- Safeguarding Policy
- Health and Safety Policy
- Food Policy
- Internet User Agreement
- Complaints Policy

Copies of the above policies are available upon request.

Accidents

An accident report book will be kept in a known and accessible place. All accidents whether they involve an adult or a child will be recorded in it. Parents will be informed of all accidents regardless of how minor. The accident book will be subject to regular staff discussion to consider whether the accident could have been avoided and whether any practice should be altered to avoid reoccurrence. Minor injuries will be treated and the details entered into the accident book. If a child needs hospital treatment, the ASC Manager will call an ambulance immediately. If the parent/carer is not available, one member of staff will escort the child to hospital. The named first aider is Helen Heavey.

Criteria for Attendance

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Operation Times

The Club will operate 5 nights pw, Monday to Friday from 3.30pm - 6.00pm.

Length of Contract: Monday 7th September 2020 – Thursday 22nd July 2021.
N.B. Days are fixed.

All children registered must be aged between 4 and 11 years old.

A waiting list will be operated with priority being given to siblings of children already attending the club.

Fees

The cost of an evening session (or part session) will be £11.50 (£10.50 sibling and rate). Fees are payable on a monthly payment plan via SIMS Pay.

Parents who arrive after 6.00pm will be surcharged £6.00 for every fifteen minutes (or part of) late.

Absences Charges

Child or parent/carer sickness:	£11.50 per day (£10.50 per sibling)
Parent/carer occasional days off:	£11.50 per day (£10.50 per sibling)
Child/parent/carer holidays:	£11.50 per day (£10.50 per sibling)

Termination of Contract

The contract may be terminated by the After School Club if any of the above terms and conditions are broken by the user.

The contract may be terminated by the parent/carer (with no cost incurred) if four weeks notice in writing is given. If no notice is given, the cost of four weeks fees will be charged to the parent/carer (except in exceptional circumstances).