

# Hamstel Infant School and Nursery

## Ad-Hoc After School Club for Nursery Children

### Terms & Conditions

#### Our Aims

*To provide a facility where each child is valued as an individual. To provide opportunities for children to relax, socialise, have fun and engage with interesting and varied activities within a safe, happy and supportive environment.*

For our After School Club to provide quality care for pupils on roll at Hamstel Infant School and Nursery. Our main aim in providing this service is to help parents/carers of the school to work or train to work as well as catering for occasional use by parents/ carers.

The club is governed by Hamstel Infant School and Nursery as part of the Portico Academy Trust and follows the adopted policies and procedures of the school which are available on our website or from the school office.

#### Opening Times - Term time only

After School Club (Nursery) Session; Monday to Friday; 3.00pm – 6.00pm  
(a shorter session to 4:30pm can also be booked)

The school reserves the right to cancel sessions for training or similar reasons and in exceptional circumstances. We will give as much notice as possible in this event.

**Named Contacts** - The named Designated Safeguarding Lead for the After School Club is Mrs L. Clark, Headteacher.

The Health and Safety Lead is Mrs D Morris, Deputy Headteacher.

All staff are employed by Hamstel Infant School and Nursery in accordance with OFSTED regulations which require Enhanced Disclosure and Barring Service checks to be carried out.

**Activities** - The After School Club is well planned and equipped: providing a range of activities including games, cookery, construction, crafts and much more which is delivered by our own staff, all of whom are DBS checked. Our club provides a light snack for children attending until 6:00pm. Water is available at all times for the children. The club is held in the school's separate Nursery building and the entrance is via Poynings Avenue.

**Registration** - All children must be attending Hamstel Infant School or Hamstel Nursery to be able to attend the club. We will use information held on our management information system about your child for all processes including contacts details, collection of children, medical details etc. If you require there to be any different arrangements for After School Club please contact the school office to discuss your requirements. (Telephone no. 01702 468461 or email [office@hamstel-inf.southend.sch.uk](mailto:office@hamstel-inf.southend.sch.uk)).

**Contact Details for Pupils** - For the safety of all children we need up to date contact details. It is the responsibility of parents/carers to advise us of any changes and to ensure that we hold emergency contact details appropriate to the time of day as well as any material information relating to their child's health or individual requirements.

**Bookings** – Once you have completed, signed and returned these Terms & Conditions to the school office you will be able to book your child into After School Club.

**Bookings will only be accepted by completing and paying for sessions using Parentmail. Parentmail booking will only be available for families that the school office has received completed Terms & Conditions from.**

Bookings will be for ad-hoc places, subject to availability. We cannot provide tea for bookings made after 1:00pm on the day of the session (there will be no reduction in fee for these sessions). Places are allocated on a first come first served basis.

You will be charged for all sessions booked, if your child does not attend any session your fees will not be refunded unless the school office is notified in writing 7 days prior to the session. Bookings will not be rolled over. Any refunds will be subject to an admin charge of £ 2.00 per session.

**Fees** - Current fees for ad-hoc bookings of our After School Club for Nursery Children are listed below. Our fees will be reviewed annually.

3:00pm – 6:00pm option:                      £16 per session  
(including Tea)

3:00pm – 4:30pm option:                      £10 per session  
(no Tea will be provided)

If you require regular After School childcare, we would recommend that you take advantage of our Nursery Late Session which is booked in advance for the whole year and paid monthly. This would secure your place and has the added advantage of a **free lunch** for every day your child is booked in.

**Departure** - Parents/carers or nominated persons can collect their child at any time from the Nursery building which is accessed via the school entrance in Poynings Avenue and staff will sign them out.

When a parent/carer or other adult identified on the child collection form held by the nursery is unable to collect their child, the After School Club staff must be informed in advance, as the children will not be allowed to leave the premises with persons un-notified on the collection form. Children who attend the After School Club can only to be collected by an adult or young person over the age of 16 years, (regardless of whether they are nominated on the child's Collection Sheet).

If a parent nominates an unknown representative to collect the child from us, we must be informed of the name of the chosen representative, their relationship to the parents or child and sufficient additional information to ensure that our security systems are not compromised. This may consist of a password or other information agreed between us and the parent.

The children must be collected by 4.30pm (short session) or 6.00pm (full session). A charge of £5 per 5 minutes will be charged if parents/carers are late. This sum will be used to pay towards staff overtime. If parents/carers are consistently late, then the child's place will be at risk.

If your child is not collected at the agreed time and the parent/carer has not advised the club of any delay, we will phone all the emergency numbers you have given us on the child(ren)'s admission form(s).

If we have no contact by 4.45pm for the short session or 6.15pm for the full session, we will make a decision if/when to contact Social Services/Police.

**Keeping Records** - We will keep all appropriate and relevant records in a safe and secure place. These records will be securely destroyed in accordance with the school's Data Protection Policy.

**Health and Safety** - Health and Safety is paramount at the Club. The Club is covered by the Health & Safety Policy of Hamstel Infant School and Nursery, which is reviewed annually.

It will be assumed that the After School Club will have permission for all children to be supervised to access outside the premises within the school grounds, but not off the school site.

The staff employed by us will act in loco parentis for the duration of the time that the child is in our care, until a parent or chosen representative collects the child. In the case of any illness, accident or emergency the After School Club will take such action that is deemed necessary, this may include contacting emergency services if necessary.

If the Club informs a parent that a child must be collected prior to the usual collection time, for whatever reason, the parent must either collect the child as soon as practicable or nominate and arrange for a chosen representative to do so.

**Tummy Upsets** - Should your child suffer from sickness or diarrhoea as a result of a gastric infection or bug, they must be **clear for 48 hours before returning to the Club.**

**Child Protection** - We follow the Safeguarding and Child Protection Policies of Hamstel Infant School and Nursery which are reviewed annually.

It is our duty to follow the necessary procedures for reporting any disclosures or suspected abuse. All staff are aware of the signs and symptoms of abuse and have been trained in the appropriate procedures to follow if there is a concern.

If you, as a parent or carer, have concerns about any child or member of staff, you can either contact Mrs Clark on 01702 468461 or phone Social Services on 01702 215000.

**Equal Opportunities and Inclusion** - We offer all-inclusive clubs. If you or your child has any special need or disability please come and talk to us about any additional requirements your child may have and we will do our utmost to ensure that these needs are met wherever possible.

The School Policies for Special Needs and Disabilities and Equality and Diversity are reviewed annually and are available on our website.

**Good Relationships and Wellbeing** - We reserve the right to send home any child if such action is deemed to be necessary or in the best interests of that child or other children.

Aggressive or abusive behaviour, physical or verbal, either to children or staff, is not tolerated. Children and adults must show respect for and make proper use of all property, equipment and premises whilst attending the club.

**Behaviour Management** - At the After School Club we follow the School Behaviour Policy. We take a positive approach to managing children's behaviour. Praise and encouragement is given for good behaviour that we relay to the parents at the end of the session. If we feel a child's behaviour is not appropriate and could affect the provision for others then the child could be asked to leave the Club. In these circumstances any fees paid in advance will be refunded. Bullying will not be tolerated and any incidents will be reported to parents/carers and discussed with the child. Any recurrence will result in the child being asked to leave.

**Valuables** - The club does not accept responsibility for any toys, games or valuable items etc. We will make every effort to care for items that a child needs at school, e.g. if these are given to a member of staff on arrival. We do not encourage items from home to be brought into the Club.

**Complaints** - If you have a concern please feel that you can discuss this with us at any time and we will try to work together to rectify it. If you feel the concern has not remedied and you feel dissatisfied you can make a formal complaint to Hamstel Infant School and Nursery by adhering to the school's procedures as identified in our Complaints Policy which is available on the school's website.

Before children attend, parents are required to accept our Terms and Conditions and make payment via Parentmail.

We hope the above information is useful to you and if you have any further questions please do not hesitate to contact us.

Please sign below and return this document to the School Office to indicate that you have read and agree to abide by the Terms and Conditions outlined above.

If we do not receive these signed Terms & Conditions, you will not be able to book sessions for your child(ren).

Name(s) of Nursery Child(ren) covered by this agreement:

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Parent / Carer's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Hamstel Infant School Signature: \_\_\_\_\_ Date: \_\_\_\_\_