



Happy Days After School Club

Terms and Conditions

THE CATHOLIC ETHOS OF THE SCHOOL

At St, Albert the Great Catholic Primary School we aim to provide the highest quality education and care for all our children. We aim to offer a welcome to each child and family and to provide a safe, warm and caring environment within which all children can learn and develop.

Our school was founded by and is part of the Catholic Church. Our school is to be conducted as a Catholic school in accordance with canon law and teachings of the Catholic Church, and in accordance with the Trust Deed of the Archdiocese of Westminster and at all times the school is to serve as a witness to the Catholic faith in Our Lord Jesus Christ.

1. AIMS OF THE HAPPY DAYS AFTER SCHOOL CLUB

- To provide a warm welcome and a high quality, safe and happy service which meets the needs of the children and their parents / carers at the end of each school day.
- To provide an environment that is safe, supportive, encouraging and challenging where children can meet their friends, make new ones, try out new activities, relax, have fun and enjoy.

2. OPENING HOURS

The Happy Days after school Club sessions start at 3.15am and finish at 5.15pm on Mondays to Fridays. It is a term-time only setting and therefore it does not open on Bank Holidays or "Inset" days. Term dates are in line with St. Albert the Great School and can be found on the school web site or on the parent notice board.

3. ENTRY TO THE HAPPY DAYS AFTER SCHOOL CLUB

The Happy Days After School Club caters for children who attend St. Albert the Great Catholic Primary School from the day they enter full time school in Reception (FS2) until they leave at the end of year 6.

- Registration
Once a booking form has been completed and returned to the Happy Days After School Club a child will be registered with our service. If there are vacancies children will be offered places in the appropriate sessions.
- Booking a Place
Once the booking form has been completed additional sessions can be booked in writing or verbally. Once a place has been booked a charge will be incurred for that place unless the cancellation policy has been followed.
- Standard Terms and Conditions
Reasonable charges may be made from time to time to these standard Terms and Conditions.
- Termination of Contract
A child will leave the Happy Days After School Club when he / she leaves St. Albert the Great Catholic Primary School. A child will no longer be registered with our service if they have not attended for one term. The co-ordinators of the Happy Days After School Club reserve the

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right to refuse admittance to the club if the parents / carers or child do not comply with the Terms and Conditions of the Club.

4. FEES AND EXTRAS

- Fees
The Happy Days After School Club reserves the right to review fees termly. Notice will be given in writing as soon as practical.
- Items covered
Fees cover meals and snacks. Extra-curricular activities may be charged for separately and will not be waived or refunded.
- Payment of Fees and Extras
An invoice will be prepared on receipt of the registration form and must be paid in advance of each session. Children will be excluded from the Happy Days After School Club at any time when fees are unpaid. Fees can be paid by cash, cheque, or childcare vouchers.
- Responsibility for payment
Fees are the responsibility of each person who has signed the Registration Form or who has parental responsibility for the child.
- Retainer Fee
If the parents / carers of a child wish to keep a place open for their child during an extended absence from the Happy Days After School Club they will be required to pay a retainer fee.

5. CANCELLATION, WITHDRAWAL AND TERMINATION

- Cancellation Policy
If parents / carers do not wish their child to attend a session they must notify the Happy Days After School Club at least one week in advance. Failure to do so will incur payment in full whether sessions were attended or not. **Fees will not be waived through absence or sickness.**
- Removal
Parents / carers may be required to remove the child temporarily or permanently if the conduct of the child is unacceptable and it appears to the Supervisor that the continued presence of the children is incompatible with the interests of the Happy Days After School Club. **There would be no refund of fees in these circumstances.**
- Termination
One month's notice is required in the event that a child should leave the Happy Days After School Club when. This termination should be made in writing.

6. ARRIVALS AND DEPARTURES

The children are the responsibility of their parents / carers until they have been handed to a recognised member of the Happy Days After School Club staff. Each child must be entered onto the daily register .

7. ABSENCE AND SICKNESS

Please advise the Happy Days After School Club your child cannot attend for any reason. In cases of emergency you may contact the school by telephone.

Please keep your child at home if they are suffering from any of the following:

- diarrhoea,
- nausea,
- any unknown rashes,
- or any other illnesses combined with a high temperature.

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Staff reserve the right to refuse acceptance of a child who is thought to be unfit to attend.

8. PERSONAL PROPERTY

No responsibility by the Happy Days After School Club can be accepted for loss or damage to clothing or children's property.

9. PHOTOGRAPHS

Photographs / video of the children may be used in the Happy Days After School Club promotional material such as press releases and the school website. Parents / carers are required to provide permission for images of their children to be used in this way by completing section 5 on the booking form.

10. ALLERGIES AND MEDICATION

It is the responsibility of parents / carers to inform Happy Days After School Club staff of their child's allergies. Precautions will then be taken to ensure the safety of the child concerned. The Happy Days After School Club will follow St. Albert the Great Catholic Primary School's Medication Policy.

11. ACCIDENTS

There is a first-aider present at each session. Some accidents are unavoidable but should one occur, you will be informed and it will be entered into the accident book, and on an accident sheet, you will be asked to sign them and be given a copy of the details.

12. COMPLAINTS

There is a school complaints procedure for you to use should the need arise. Happy Days After School Club co-ordinator and staff take each complaint seriously and will listen and reply to all your concerns. There is also an annual parental questionnaire for parents / carers to use as constructive way and to suggest their ideas for to improve the Happy Days After School Club provision.

13. POLICIES

The Happy Days After School Club follows the policies of St. Albert the Great Catholic Primary School. This provides consistency for the children. The policies are regularly reviewed and parents / carers may ask to see them at any time (please try not to make it at the end of the session)

14. CHILD PROTECTION

The Happy Days After School Club staff have a duty to report any significant concerns he / she might have about the safety / well-being of a child to the Head teacher or, in her absence, Sarah Wickens. All staff will have had a CRB police check and It is made clear to all new applicants for work that positions are exempt from the provisions of the Rehabilitation of Offenders Act 1974.

15. CONFIDENTIALITY

Parents / carers agree to inform Happy Days After School Club of any information necessary to safeguard or promote their child's welfare or avert the risk of harm to their child or another person. Happy Days After School Club staff will be informed of sensitive issues concerning the children on a 'need to know' basis.

16. LEARNING / PHYSICAL DIFFICULTY

Parents / carers should inform Happy Days After School Club that their child has learning / physical difficulties so that the appropriate provision can be provided.

17. EQUAL TREATMENT

Happy Days After School Club welcomes staff and children from many different ethnic groups and backgrounds. Similarities and differences are valued and respected and all children are treated equally. The Happy Days After School Club will comply with the Special Educational Needs and Disability Act 2001 and will do all that is reasonable to accommodate the needs of children with disabilities. Happy Days After School Club will follow the school's Equal Opportunities Policy.

18. DISCIPLINE

The parents / carers hereby confirm that they accept the authority of the Happy Days After School Club Co-ordinator and staff to take all reasonable disciplinary or preventative action necessary to safeguard and promote the welfare of each child and the Happy Days After School Club community.

The Happy Days After School Club will follow the Behaviour, Anti-bullying and Racial Equality policies of the St. Albert the Great Catholic Primary School.

19. SEVERE WEATHER

In the event of the Happy Days After School Club closure due to severe weather parents / carers will be contacted via the school's text messaging service. Fees will not be waived in these circumstances.

20. INSURANCES

The Happy Days After School Club undertakes to maintain those insurances which are prescribed by law. The Breakfast Club is covered by the school's insurance.

21. WAIVER

Any waiver of these Terms and Conditions is only effective if given in writing by and on behalf of the Co-ordinator.

22. JURISDICTION

The contract to comply with the Terms and Conditions of the Happy Days After School Club is made solely with the Happy Days After School Club and overseen by St. Albert the Great Catholic Primary School

Should you wish to enrol your child with the Happy Days After School Club please complete the attached booking form and return it to the school office.



Happy Days After School Club

Booking Form

1. I wish to register my interest in my child(ren) attending Happy Days After School Club
2. **I have read and agree to accept the Happy Days After School Club Terms and Conditions**
3. **Your details:**
 Name:
 Parent / Guardian of:
 Telephone Number (1):
 Telephone Number (2):
4. Does your child have any learning / physical difficulties which may need to be catered for at the Happy Days After School Club? If so please provide details below.

5. I give / do not give permission for my child's images to be put on the school website, on Happy Days After School Club displays or in promotional materials
6. Write your child's / children's names next to the morning's which mornings you would like them to attend

	3:15 – 5:15	3:15 – 6:00
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

Signed:.....

Date:.....