



## **WAGTAILS - TERMS AND CONDITIONS – September 2023**

The Wagtails Breakfast and Afterschool Club has been set up to provide a caring, happy, fun and stimulating place for the pupils of Baydon St Nicholas Church of England CE VA School to participate in.

### **REGISTRATION**

A registration form must be completed for each child. Children attending the club must be a pupil at our school.

### **BOOKING**

Children will be taken on a first come basis. Bookings must be in advance using the booking form or via email. (Booking forms can be obtained from Wagtails staff). Short notice/late bookings may be taken where places at sessions are vacant, at the discretion of the play leaders.

All sessions booked will be charged at the appropriate rate unless they are cancelled giving 48 hours written notice.

### **CANCELLATIONS**

If your child has been booked in for a session at Breakfast or Afterschool Club and is unable to attend please contact Wagtails Staff as soon as possible by email: [wagtails@baydon-st-nicholas.wilts.sch.uk](mailto:wagtails@baydon-st-nicholas.wilts.sch.uk) to tell them that they will not be attending. (48 hours' notice is required excluding cases of sickness). Failure to do so will incur you being charged for the missed session. This enables the session to be offered to another child. Our Safeguarding policy ensures that every child must remain safe on the school site.



## FEES

Fees are paid in arrears on a monthly basis by invoice. Invoices will be issued at the beginning of each month and are to be paid within 7 days of the date of issue. Fees for casual mornings and evenings attendance by non-regular children are to be paid in advance by cash when booking places.

Breakfast Club fees: **£6.00 per session** Monday – Friday **7.45am to 8.45am.**

After School Club fees: **£12.00 per session** Monday – Thursday **3.15pm – 6.00pm**

Children attending part of the session will be charged as follows:  
**3.15pm – 4.15pm - £6.00**

Payment can be made by cheque (payable to 'Wagtails') cash, vouchers or direct debit to the bank.

Bank details:

Sort code: 30 92 63  
Account number: 03301622  
Account name: wagtails  
Your name as reference

## Tax Credits

If you wish to reclaim your child care fees under this scheme you should follow this procedure:

- Telephone Child Tax Credit Department (Tel No: 0845 3003900) and quote Ofsted Ofsted No. 126394
- Quote the school's full address
- Advise how much you are paying per week for your child/ren.

If eligible, they will credit you directly.



## **CLUB ACTIVITIES**

Using a monthly plan the children will be given the opportunity to participate in a wide range of supervised activities. These include art, craft, table top games, Lego, chess, computer work and outdoor activities using the school's extensive facilities.

## **FOOD PROVISION**

Breakfast will be provided until 8.15am. e.g. toast, cereal, juice, milk etc. Snacks are provided at the beginning of afternoon sessions. The children will be offered a variety of healthy teas for example pasta, wraps or a jacket potato followed by desert.

## **PREMISES**

Wagtails Club will be held within the school premises. During the summer months we will use the paddock and playground.

Both Fire and Health and Safety policies and procedures relating to our premises are in place and a club fire drill is held regularly.

## **POLICIES**

All policies are in line with those of the school. These policies are adhered to at all times. Copies of all policy statements are available in school and any comments/suggestions welcomed. Policies are reviewed and updated on a regular basis.

In addition to these policies we follow the Wiltshire's Multi-Agency Child Protection Procedures and Guidance. A copy of this document is held at the club for you to read should you so wish.

## **ARRIVALS AND DEPARTURES**

If a child will not be attending a pre-booked session, please notify the Club on email: [wagtails@baydon-st-nicholas.wilts.sch.uk](mailto:wagtails@baydon-st-nicholas.wilts.sch.uk)

Parents collecting children before the end of a session must ensure that they have signed their child out. An accurate record of all those children present must be maintained for use in any emergency. All children must be collected by a responsible adult, the exception to this is a year 6 child, who may be collected by an older sibling with pre-arranged permission.



If you think you are going to be late collecting your child, please telephone the club as soon as possible – 07729 383237. We can then explain the circumstances to your child. If there is no phone call, and no one has arrived after 5 minutes, staff will endeavour to contact you or the emergency contact listed on the registration form. A charge will be made to cover staff time of £10.00 per child, for every 15 minutes or part of 15 minutes after 6pm.

If the staff are unable to contact the child's parent/carer after half an hour a call will be made to MASH – Multi-Agency Safeguarding Hub for the safety of your child.

### **HEALTH AND HYGIENE**

Please inform the club if your child is suffering from any childhood infections such as measles, mumps, chicken pox or rubella so that other parents can be notified of any outbreak.

The club is not permitted to receive any child who has been vomiting or had diarrhoea until at least 48 hours has elapsed since the last attack.

Playleaders are qualified first aiders and can administer prescribed medication, e.g. inhalers with written consent from parents. Please ask for and complete an administration or medicine form.

### **BEHAVIOUR**

Wagtails operates within a positive behaviour scheme encouraging co-operation and understanding. Our ethos is to treat each other as you would like to be treated yourself. The Playleader will inform parents of any incidents or concerns that may arise in this area.

### **DISCLAIMER**

Wagtails will make every effort to provide regular, safe care for your children in a happy and welcoming environment. The headteacher of Baydon St Nicholas CE VA School reserves the right to exclude any child from the club or to ask for the child to be collected from the club at any time due to health and safety, illness or behaviour.

These terms and conditions may change, the most recent always superseding all previous issues.



## **CONTACT**

If you have any questions or concerns please speak to the supervisor in the first instance who is always available during club hours. Otherwise please contact the school office.