

# **OAKLEY KIDS CLUB**

## **AGREEMENT AND CLUB RULES**

### **GENERAL INFORMATION**

Oakley Kids Club provides out of school activity primarily for children of working parents in a safe happy environment, supervised by professional, experienced staff. Kids Club is open during term time only, from Monday to Friday between 8.00 am to beginning of school and end of school to 6.00 pm.

Kids Club commenced on the 3<sup>rd</sup> September 1992. The Headteacher and Academy Councillors are committed to provide out-of-school care for the children of Oakley Primary Academy. Parents/carers are reminded that children left in the care of Kids Club are not the responsibility of other staff at Oakley Primary Academy. Kids Club accept no responsibility for children on school premises not attending Kids Club.

Kids Club must be self financing. No financial support is received from the school. All running costs must be met from fee income. Any profits made after costs will be ploughed back into Kids Club for the benefit of the children, surplus funds will be used to support school activities and curriculum.

Children attending Kids Club will be supervised at all times, the staff acting in loco parentis.

The number of children attending Kids Club and supervision levels at any session will be in accordance with Local Authority guidelines.

The varied programme includes arts, recreational and educational activities.

Club staff supervise children at all times during Club hours, until they are collected by their parent/carer (or named substitute).

### **ARRIVAL AND COLLECTION ARRANGEMENTS**

Children must not be left until the manager opens the club at 8.00 am. Please ensure that you hand the child over to a member of staff and you sign the attendance sheet. The children must stay in the club until escorted to school at 8.45 am.



## FEE STRUCTURE AND BOOKING ARRANGEMENTS

Registration Fee	£10 per family payable at annual registration
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### THESE FEES ARE NON-REFUNDABLE

Invoices for bookings will be issued by the Finance department and can be paid by BACs direct into the Academy bank account as detailed on the invoice. Adhoc / casual sessions booked after the start of the half term will need to be booked directly with the school, by calling (01234) 822104 or email: kidsclub@oakleyprimary.academy these sessions will be invoiced the following week.

There will be NO reductions for out of school activities such as after school clubs, going home with a friend and no reduction for holidays. Refunds will not be given for sickness or any other absences.

**Childcare vouchers are accepted and we are registered with a number of suppliers.**

#### Charges

<b>Breakfast Session</b>	<b>£3.75</b>	<b>8.00am – 8.45am</b>
<b>After School to 5pm</b>	<b>£7.70</b>	<b>3.15pm – 5.00pm</b>
<b>After School to 6pm</b>	<b>£12.10</b>	<b>3.15pm – 6.00pm</b>
<b>Late Fee</b>	<b>£5.00</b>	<b>After 6pm £5 per 10 minutes</b>

Children may bring in their own snacks and drinks for both morning and afternoon sessions if they wish.

Please ensure there are no sweets, nuts or fizzy drinks and follows the healthy guidelines we encourage the children to follow at lunchtime.

#### DISCIPLINARY MATTERS

Any discipline problems will be brought to the parents' and Headteacher's attention by the manager. If the problem cannot be resolved, then the child may, at the discretion of the Headteacher be asked to leave Kids Club. No refund will be made.

#### SICKNESSES, ACCIDENTS, FIRST AID & EMERGENCIES

If a child becomes ill during a Club session, every attempt will be made to contact one of the people listed on the Registration Form, to arrange collection of the sick child. The child will be cared for until collected.

In case of a minor accident, First Aid will be administered. In case of an accident requiring more than basic First Aid, every attempt will be made to contact the parent/legal guardian to advise or discuss with him/her the course of action to be taken.

**PLEASE NOTE:**

The Registration Form contains an authorisation giving the Club Manager/Play Leader permission to act "*in loco parentis*". If the parent/carer cannot be contacted in time the Club Manager will invoke that authority to take action to gain appropriate medical treatment for the child.

Oakley Kids Club cannot accept any child to attend a club session unless a completed, signed registration form is submitted by the parent/carer.

All accidents and emergencies are entered in the Accident Log. Parents will be asked to sign the Accident Book should the need arise.

**PLEASE RETAIN THIS INFORMATION FOR YOUR USE**

To contact the Club Manager to advise any change in arrangements (e.g. child's absence from the club, likely delay over collection of a child) or for any other reason, please ring the following telephone number:

Mrs D Batchelor

Email: [kidsclub@oakleyprimary.academy](mailto:kidsclub@oakleyprimary.academy)

Oakley Kids Club Tel: 01234 672 373

Oakley Primary Academy Tel: 01234 822104

CODE OF CONDUCT AT KIDS CLUB

Dear Parent(s)

To ensure the safety of pupils using Oakley Kids Club we have particular requirements regarding behaviour. Below is a copy of our agreed code of conduct. Please read this through with your child and return the agreement slip to Oakley Kids Club.

Every pupil should

- Observe normal school rules and values
  - Co-operate fully with staff at all times
  - Be punctual at all times
  - Avoid behaviour which might inconvenience others
  - Be considerate to others at all times
  - Respect requests and requirements made by staff
  - Abide by the rules and regulations of Kids Club
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I / we have read the above Code of Conduct required of

(child's name) .....whilst at Oakley Kids Club.

I / we agree to him/her following the code.

Signed .....(parent / carer)

Signed .....(child)