



GREENHEART

Featherstone Academy Before & After School Club Contract and Registration form

Hours of Operation

Breakfast Club Monday to Friday 8.00am until start of school

After School Club Two Sessions Available

Monday to Friday end of school day until 4.15pm

Monday to Friday end of school day until 5.15pm

Featherstone Academy's Before & After School club will be closed during all statutory holidays, staff training days and all school holidays, these days are not charged.

Booked Sessions

Sessions can be booked via the school office or by email to wraparound@featherstone.uwmat.co.uk, subject to availability. We recommend that parents book sessions in advance where possible. This will give priority in the event of the sessions becoming fully booked. Please advise the school office if your child will not be attending booked sessions by 3pm the previous day, school will then cancel the booking freeing up the place for others to book. If your child is attending after school sessions, please indicate when booking if your child will be attending for 1 or 2 hours after school.

Fees

Fees are reviewed annually by the School Governing Body Finance Committee and all fees must be paid at the end of each week through your MCAS account. Cancellations must be made 48 hours prior to the booked sessions. Late cancellations will be charged for sessions booked. Debts will not be allowed to accrue and children will not be allowed to attend if fees are outstanding.

Session Times Provision Cost

Breakfast from 8.00am - Breakfast - cereal, fruit juice, toast/crumpet/pancake £4.00

After School Early Session end of school day until 4.15pm - Drink, toast/brioche and biscuits £4.00

After School Full Session end of school day until 5.15pm - Drink, toast/brioche and biscuits £8.00

Attending following after school activity club

4.15 until 5.15pm - Drink, toast/brioche and biscuits £4.00

(The snacks may change on a daily basis depending on availability)

We cater for children's individual dietary requirements and special needs.

Collection of Children

It is a parent's responsibility to ensure that children are collected at the agreed time. If you are unable to collect your child yourself then please inform school of alternative arrangements made.

In case of emergency only, if you need to contact us after 4:15pm, please call the school on 01902 734167, select choice 3 to speak to the after-school club staff, if you will be arriving later than the pre-arranged time to collect your child.

On collection of your child please ring the bell in the school foyer. Written (email is acceptable) or verbal permission must be received before we can release a child to anyone other than the usual person(s).

Children should be collected no later than 5.15pm. School reserves the right to charge a late collection fee of £5 for every 15 minutes for children who are collected after 5.15pm. This fee is to cover the cost the school is contracted to pay in overtime plus an administration cost. We hope we do not have to charge this fee and we ask parents to be considerate towards staff who will have to work later than their contracted finishing time.

Failure to pay the late payment charge by the given date will result in this service being removed.

Late Collection

If your child has still not been collected by 5.45pm and we have been unable to contact you, we will contact the Education Safeguarding Advice Service (ESAS) to seek their advice. This may mean a telephone call to the police.

Sickness/Illness

Please advise the school office if your child will not be attending their booked sessions due to illness.

Should your child become ill whilst in our care we will give immediate first aid and make arrangements for your child to be collected.

Staff running the before and after school clubs are first aid trained. By signing this agreement, you are also agreeing to staff seeking any necessary emergency medical care for your child which may include hospitalisation (see Emergency contact form).

Security

The safety and security of your child is paramount at all times. We make sure that procedures are in place so that no unauthorised persons gain access to Featherstone Academy's Before and After School Club.

All staff and visitors are DBS checked according to our academy procedures.

Health and Safety

The School takes its responsibilities regarding Health and Safety very seriously and stringent reporting procedures are in place. There are adequate numbers of trained first aiders in school and all injuries are recorded in the Accident Record Book. Parents will be informed by telephone in the event of more serious injury, such as a bump to the head.

Loss or Damage

The school takes no responsibility for loss or damage to personal belongings. We recommend that all clothing is marked with your child's name.

Policies

The school's policy statements are available on request.

Documentation

The following information is available to staff members through our school's Bromcom registration system.

- Contacts
- Medical information
- General/Emergency Contact details

We offer you and your child:

- A clean, safe and stimulating environment
- Fun and friendship with other children and adults

Featherstone Academy Before & After School Club Registration Form

Name of Child _____

Name of Parent/Guardian _____

Address _____

Post Code _____

Telephone Number _____

2nd Contact Name _____

Telephone Number _____

By signing this contract, you are agreeing to all the terms and conditions detailed above.

Signed _____

Parent/Guardian with parental responsibility

Date _____

PLEASE RETURN TO THE SCHOOL OFFICE