

## St Monica's Catholic Primary School

### Rainbow Club

#### Terms and Conditions.



These terms and conditions should be read and taken in conjunction with all policies and procedures already in place at St Monica's Catholic Primary School which are available on the school website or from the main office.

#### **1. Registration Forms**

A registration form which lists the child's details must be completed on 'iPAL' (the online booking system) before the child can attend breakfast or after school club. It is parents' responsibility to keep all details on that form updated, including any illnesses, change of address or contact details.

Listed on the form should be three sets of names and contact details of parents and/or responsible adults (over 18's) who can be contacted in case of an emergency. It must be stressed that the children attending after school club will only be released to a responsible adult whose name is listed on the registration form. If you need someone else to collect your child other than those listed, you need to let the staff know ASAP. Parents must update their registration form with any change of address or contact phone numbers.

#### **2. Fees**

Fees are payable in advance using iPAL and Rainbow Club reserve the right not to admit children whose fees are in arrears. In the event of arrears accumulating, club staff will discuss this with you and a payment plan can be agreed. If these are not settled within an agreed time limit, the child's place will be withdrawn.

Rainbow Club reserves the right to increase fees with at least one term's notice to parents.

If you are late picking up your child from after school club, you will be charged for the next time band if you arrive by 6pm. If you collect your child after 6pm, there will be a £10 late collection fee. If you are persistently late to collect your child, we reserve the right to withdraw the child's place.

If the school and/or club is closed for unforeseen circumstances, your child's account will be credited for future use. We will not issue a refund.

Please note that bookings made are the responsibility of the parents and these should be done to reflect the sessions which parents which their child(ren) to attend Rainbow Club.

### **3. Cancellation of session(s) due to the child's absence from school unwell**

If a child is absent unwell on the day when they are booked into a Rainbow Club morning session so will not be attending that session, please notify [rainbowclub@st-monicas.co.uk](mailto:rainbowclub@st-monicas.co.uk) by or before 7.30am on the day of the session.

If a child is absent unwell on the day when they are booked into a Rainbow Club afternoon session so will not be attending that session, please notify [rainbowclub@st-monicas.co.uk](mailto:rainbowclub@st-monicas.co.uk) by or before 10.00am on the day of the session.

If your child is absent from school unwell and you give the relevant notice as above, Rainbow Club will credit your iPAL account for the relevant sum to use for booking future sessions. If the notice is given after the relevant times set out above, this provision for crediting your iPAL account for the relevant sum will not apply. In any event, there will not be a refund of relevant sums paid.

### **4. Cancellation of session(s) for reasons other than the child's absence from school unwell**

Cancellation of sessions besides children's absence from school due to being unwell as at section 3. above must take place 24 hours before the session is due to begin.

If you give this relevant notice, Rainbow Club will credit your iPAL account for the relevant sum to use for booking future sessions. If the notice is given after the relevant times set out above, this provision for crediting your iPAL account for the relevant sum will not apply. In any event, there will not be a refund of relevant sums paid.

### **5. Medical Health**

Rainbow Club reserves the right to refuse admission to children suffering with any infectious disease or virus. If your child needs to be given prescribed medication, the relevant paperwork must be completed beforehand.

Please ensure that the registration form on iPAL clearly states if they have any medical or dietary requirements.

If your child is ill whilst at the club, staff will contact you to collect your child. No refund of fees will be given for this session.

### **6. Accidents and First Aid**

Sensible precautions are taken to ensure the safety of children. If your child has a minor injury whilst in our care, first aid will be carried out within the club. An entry will be made into the school medical book (in line with the school's First Aid Policy) and you will be informed on collection. Our staff are trained in paediatric first aid.

### **7. Valuables**

We ask that children do not bring their own toys into Rainbow Club as there will be lots of resources available and we do not want personal items being lost. We understand that some children have mobile phones in school and these must be

handed into staff on arrival. They will then be locked away and available on collection.

## **8. Meals**

Breakfast will be provided for children who arrive at breakfast club before or at 8:15am. All children attending after school club will have access to a cold snack and those staying after 4:30pm will be given a hot snack from 4:35pm. We will endeavour to ensure all dietary requirements are catered for but it is essential that these are listed on the registration form.

## **9. Behaviour**

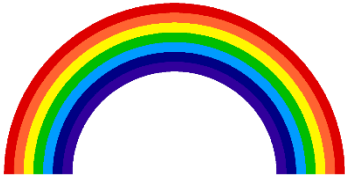
Children must adhere to the behavioural expectations as set out in the club's Code of Conduct (as attached). This also sets out the procedures for dealing with non-compliance.

## **10. Parental Conduct**

To ensure the best outcomes for our children, everybody needs to respect the professional relationships required in our school. We ask that all parents frame questions and concerns in a calm and respectful manner. Violence and verbal abuse towards staff will not be tolerated and it may mean your child's place will be withdrawn. If you feel you have cause for a complaint, please follow the school's complaint procedure which is available on the school website at <https://st-monicas.co.uk/information/policies-and-procedures/> or the school's main office.

## **11. Termination**

The terms and conditions (as amended) will last for the period your child remains at the club, effective from the day you register them on iPALS. However, St Monica's Rainbow Club reserve the right to terminate this agreement with immediate effect in the event that any clause listed in these terms and conditions are not adhered to.



## St Monica's Catholic Primary School

### Rainbow Club

#### Code of Conduct for children



1. Children must register on entry to the club.
2. Children must leave the session with a named adult by their designated time. This should be through the EYFS secure gate and the child should be signed out on the club register.
3. Children must treat respectfully the staff and other users of the club.
4. Children must treat respectfully the equipment and resources.
5. Children must share where there is a limited supply of equipment/resources i.e. console, bikes, scooters etc. Where relevant, a waiting list for names and a timer will be available.
6. All children must help put away/tidy up where requested by staff.
7. High expectations of behaviour will be expected throughout the club. Where children continually cause disruption or harm to staff and/or other users, staff will follow the procedures set out below in our 3 step plan:
  - 1<sup>st</sup> step: Verbal communication with staff and parents.
  - 2<sup>nd</sup> step: Written communication with staff and parents.
  - 3<sup>rd</sup> step: Written request to take a break from the club until such times that the child's behaviour is satisfactory to return.
8. Where food is being served, children should wash their hands and line up as requested by staff. Where children are to serve themselves, they should serve themselves a portion of food being mindful of portion size and other club users. Plates, cups and cutlery should be returned to the designated area before leaving.
9. Children should use the disabled toilet accessed from the annex corridor.
10. Children should not access other areas of the school besides those designated during the club sessions without requesting permission from a member of staff. This includes scenarios where a child has left a possession etc. in another part of the school. Designated areas will include designated outdoor areas.

11. Children's medical/incidents will be dealt with in accordance to school policy. Children are to tell a staff member if they become or are feeling unwell.
12. Children should store their clothes, bags and equipment in the designated area and collect them as they leave. If assistance is required, a member of staff will be on hand.
13. Children will be able to access the club suggestion box and complete an evaluation form termly to ensure continuity of provision and a good sense of wellbeing for all. They can also raise with staff issues of concern at any time.

It is expected that all members of the Rainbow Club will follow this Code of Conduct at all times. In the event of a significant incident(s) of poor behaviour or other persistent non-compliance with this code of conduct, the right to attend Rainbow Club may be withdrawn.