

OAKLEY KID'S CLUB AGREEMENT AND CLUB RULES

GENERAL INFORMATION

Oakley Kid's Club provides out of school activity primarily for children of working parents in a safe happy environment, supervised by professional, experienced staff. Kid's Club is open during term time only, from Monday to Friday between 8.00 am to beginning of school and 3.15 pm to 6.00 pm.

Oakley Kid's Club is situated at the rear of Oakley Lower School.

Kid's Club commenced the first session on the 3rd September 1992. The Headteacher and governors are committed to provide out-of-school care for the children of the Oakley schools. Parents/carers are reminded that children left in the care of Kid's Club are not the responsibility of other staff at Oakley Lower School. Kid's Club accept no responsibility for children on school premises not attending Kid's Club.

Kid's 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 Kid's Club for the benefit of the children, surplus funds will be used to support school activities and curriculum.

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

Kid's Club exists primarily for pupils of Oakley Lower School. Older children who have previously attended the club may be accepted once they have moved on to Lincroft provided there are vacancies. Spare places may be allocated to Year 5 pupils.

The number of children attending Kid's Club and supervision levels at any session will be in accordance with LA guidelines.

The varied programme includes arts, sports, recreational and educational activities. Every effort is made to provide an area for homework or reading.

Club staff supervise children at all times during Club hours, until they are collected by their parent/carer (or named substitute). The parent/carer must give WRITTEN permission if they wish a child to go home unaccompanied during the summer months.

The Club session starts at 3.15/3.30 pm and finishes at 6.00 pm during normal school days. Children are collected from lower school at 3.15 pm, registered and escorted to the Club. Children from Lincroft are expected to make their own way to the Club and are registered on arrival.

Places can be booked for regular use on one or more days per week, OR (subject to available places) occasional/one-off bookings may be made, giving a minimum of 24 hours notice.

ARRIVAL AND COLLECTION ARRANGEMENTS

Children must not be left until the supervisor opens the club at 8.00 am. Please ensure that you hand the child over to a member of staff. The children must stay in the club until escorted to school at 8.50 am.

Those children attending after school meet in the school hall. Children in Foundation Stage are brought through by a member of school staff. The children are registered and escorted to the club.

It is the responsibility of parents of Lincroft pupils to ensure that they have made arrangements for the safe passage of pupils from Lincroft School to Oakley Kid's Club. Oakley Lower School cannot be held responsible for the safety of pupils on their journey from Lincroft to Kid's Club.

PLEASE let Kid's Club staff know if your child is not attending a specific session.

FEE STRUCTURE AND BOOKING ARRANGEMENTS

Registration Fee	£15 per family payable at annual registration
	£7.50 per family for casual bookings

THESE FEES ARE NON-REFUNDABLE

Regular Attendance Fees are payable half termly in advance. Parents who pay in full by the agreed date will be entitled to a 5% discount off their total bill.

Parents who have two or more children attending and pay £55.00 or more a week are entitled to 15% discount if their bill is paid in full by the agreed date.

A regular booking is a booking made for a minimum of half a term and paid in advance by the date shown on the bill. * The advance casual rate will apply for bookings **made and paid in full 5 or more days in advance**, casual rate will apply in all other circumstances.

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

Cheques should be made payable to Oakley Lower School

(Please record your child's name on the reverse of the cheque)

Reminders will be sent out with a week's notice to pay

Persistent non-payment will result in place(s) being withdrawn

Charges

Type of use	Am	After school to 5 pm	After school to 6 pm
Regular	3.25	6.60	9.75
* Advance casual	3.60	7.30	10.70
Casual	4.55	8.50	11.85

Occasional attendance fee payable at time of booking.

Penalty charge for persistent late collection at end of club session: £3.15 per session. Parents are asked to telephone Kid's Club if they are going to be unavoidably late. However if parents are late on a regular basis (more than twice) after 6 pm they will receive a warning letter firstly and then if this continues their places at Kid's Club may be withdrawn.

PERMANENT CANCELLATION

Notice of cancellation of a Kid's Club place must be notified half a term in advance, in writing, for regular bookings. Cancellation outside this period will involve a forfeit of fees paid.

REFRESHMENTS

Kid's Club will provide free of charge, toast and a drink for children arriving before 8.20 am.

Soft drinks and light refreshments will be provided free of charge at the after school session.

Children staying beyond 5.00 pm should bring a packed tea clearly labelled with their name, which can be put in the fridge in the morning.

DISCIPLINARY MATTERS

Any discipline problems will be brought to the parents' attention by the supervisor. If the problem cannot be resolved, then the child may, at the discretion of the governing body be asked to leave Kid's 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, basic 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. IF YOU DO NOT WISH TO GIVE SUCH AUTHORISATION PLEASE INDICATE ON THE REGISTRATION FORM.

OAKLEY KID'S 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.

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:

Oakley Kid's Club Tel: 01234 826472

Correspondence can be sent to the Club Manager at the following address:

Mrs D Batchelor
Oakley Kid's Club
Station Road
Oakley
Beds
MK43 7RE

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**
 - **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.

*** *Lincroft pupils only***

I understand that it is my responsibility to make arrangements for the safe passage of my child/children from Lincroft School to Oakley Kid's Club. I understand that Oakley Lower School cannot be held responsible for the safety of pupils on their journey to Kid's Club.

Signed(parent / carer)

Signed(child)

Adopted 07/2011
Review 05/2012