



MY After School Club

## MY After School Club

MY Afterschool Club caters for children aged 4-11 years from the local community who attend John Keble C of E primary school. The club is overseen by Club Leader, Cheryl Steele who many of you may know from the village.

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### After School Club

**3.30pm - 6pm**

The infant children are collected from their classroom and Year 4 and above make their way to the school hall where our team collect the children. At MY After School club, staff set up a selection of activities for the children but the children have a big say in what they would like to do whilst they are with us. This could be anything from playing board games, decorating biscuits, having a quiet moment with books or doing some arts and crafts. The children are offered a biscuit and drink when they arrive at the club. We are also able to care for children who attend school clubs that finish at 4:30pm.

A light and healthy, High Tea is served every day at 4:30pm.

Due to the popularity of our club it is necessary to register for a placement. Please email us on [MYafterschoolclub@makingmiraclesnursery.com](mailto:MYafterschoolclub@makingmiraclesnursery.com) and we will send you a Registration form to complete as well as a set of our terms & conditions to be signed.

We also run a Holiday Club at our Hursley Nursery setting during school holidays and school closure days. To check availability and book a space please email: [myholidayclub@makingmiraclesnursery.com](mailto:myholidayclub@makingmiraclesnursery.com)

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*Connect with us and join the conversation...*



@MYAfterschoolIMM



MY Afterschool Club

e: [myafterschoolclub@makingmiraclesnursery.com](mailto:myafterschoolclub@makingmiraclesnursery.com)

t: 07584322094

### Afterschool Club John Keble

<b>3:30 pm – 4:30pm</b>	<b>£7 per child</b>
<b>3:30 or 4:30 pm – 6pm</b>	<b>£11.50 per child</b>
<b>Late Fee Collection</b>	<b>£10 per child</b>

**High Tea is included in our prices and any child staying after 4:30pm will be offered a High Tea.**



## MY After School Club

Please note any changes to bookings, extra days or cancellations with more than 48 hours' notice should be emailed to [myafterschoolclub@makingmiraclesnursery.com](mailto:myafterschoolclub@makingmiraclesnursery.com)

Any cancellations with less than 48 hours' notice i.e. sickness, late collection or changes to who will be collecting please telephone the club on **07584322094**

Each term you will be sent a booking form for your child/ren. Please clearly state the dates and times you would like to book. Any additional days are subject to availability.

Invoices are sent out on the last working day of each month and will clearly state any additional days that have been added.

If you have any further questions please do not hesitate to contact us...



## MY After School Club

### My After School Club Daily Routine

**3:30** Year 4 to make their way to the hall and a club staff member will collect them and do the register before making their way to the classroom. Reception to Year 3 will be collected from their classrooms and escorted to the hall by club staff members. Register to be completed before making way to classroom.

If any children on register are not present senior staff member to phone parent using club phone. If unable to reach parent, call Operations Manager and inform school.

**3.40** Children arrive at classroom and another headcount is to be taken while the children sit for a snack and drink

If children arrive but are not expected or booked in escort them to go to the school office to call their parents. NB: children cannot be taken without email permission from parents.

**3.45** Board games x 2 to be set up , 1 craft table and a choice table decided by the children

1 activity prepared for outside and children offered option to go outside with staff member.

NB: one staff member must be present at the climbing equipment if being used and 1 member in the field.

The children who choose to go outside to play, are to wear the hi-viz vests. Staff members to wear green uniform so they are easily identifiable for the children. Should an incident occur outside the whistle is to be blown and all children escorted inside.

**4.20** Whistle blown to alert children it is time for High Tea.

All children to return to class room.

Tables wiped with Anti Bac spray.

All Children that are having High tea wash their hands.

All children due to be collected at 4.30 to put their shoes and coats on, collect their bags and put them in the foyer ready for parents.

**4.30** Club leaders will drop off any children attending afterschool club. School Club/Activity children arrive

Once children all settled at table, start High Tea.

Complete register for children that just arrived from clubs and those collected.

**5.00** All children to wait until their friends have ALL finished before leaving the table.

Once High tea finished all children to wash hands, cup and plate in groups of 3 before go to activity of choice.

Tables wiped.

**5.20** Children that leave at 5.30 pack away their activity put shoes and coat on, collect bags

Bags etc. and put in foyer ready to be collected.

**5.30** Some children leave. Complete register for those collected.

**5.45** Start packing away All activities.

Children to use remaining time to do homework and reading. DVD can be put on.

All remaining children to collect theirs bags etc and put ready in foyer, put on shoes and coats

**6.00** All children to be collected and those not collected to be put on extras sheet as late pick up fee.



## MY After School Club

### Terms and Conditions 2016

MY Afterschool club offers a place to your child who is to join the club on the following terms. These terms and conditions relate to the contract between the club and the parent/guardian.

#### 1. Time and Location

- I. MY After School Club will run Monday to Thursday at John Keble C of E Primary School & Ampfield C of E Primary School, from 3.30pm until 6.00pm. (Term time only)

#### 2. Bookings

All booking should be made via a Registration form with an attached Termly Booking form and emailed to [myafterschoolclub@makingmiraclesnursery.com](mailto:myafterschoolclub@makingmiraclesnursery.com)

Please state the setting required at the time of booking.

- I. The club reserves the right to charge a fee to cover the direct costs and administration costs incurred by the club for processing unpaid cheques, direct debits, declined, refused or disputed card payments.
- II. The club reserves the right to pass any overdue fees to a 3<sup>rd</sup> party for collection and to charge a recovery fee of 10% of the overdue fee, subject to a minimum recovery fee of £50
- III. If the payment of the fees referred to above is not paid in advance as requested, the club does reserve the right to serve seven days' notice in writing to terminate the contract if payments are not received. Upon termination of this contract the child shall cease forthwith to be admitted to the club and the club's notice to terminate shall be regarded as a formal demand for all outstanding monies.
- IV. The club reserves the right to increase fees at any time upon giving 28 days' written notice of the proposed increase to the parent/guardian. If no representations are received in writing from the parent/guardian to the increased fees, then the parent/guardian will be deemed to have accepted the same and the payment shall be due within seven days of receipt.

Fees should be paid by BACS to **Sort Code:** 20-97-01 **Account No:** 23645673.

Payment can also be made via Childcare Voucher or by cheque to MY Afterschool club. Please ask After School Leader for any account details.

- V. If the parent/guardian believes the club have calculated their fees incorrectly, this must be put in writing or discussed with the Manager/Owner until an agreement is made.
  - a. If parents are late, a late pick up charge will apply of £10, with an extra £5 every 10 minutes past 6.10pm.
  - b. If for any reason you are unable to or struggling to pay your bills, please talk to After School Leader as soon as possible, where an agreement can be arranged confidentially.
  - c. Sessions cannot be swapped. In accordance to the booking forms, these are the dates/days your child is booked in for. Anything over and above this, will be charged as an extra session and cannot be swapped for another day.



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3. The club is happy to take bookings for extra hours/sessions as long as these are requested by email 48 hours in advance and we have the space available. Extra days will be charged at full rate

### 4. Cancellations

If parents need to cancel any sessions different fees will apply

- a. More than 7 days' notice – no charge
- b. Less than 7 days' notice –full sessional fees will apply

### 5. Staff

- I. After School Club Leader is NVQ Level 3 qualified and also hold certificates in First Aid and Food Hygiene.
- II. All staff will have a disclosure and barring check and undertake Safeguarding Level 2 Training
- III. We expect all staff to be shown respect by all attending the After-School Club.

### 6. Tea

- I. All children will be offered fresh water and a biscuit.
- II. A high tea will be provided for all children staying past 4.30pm. This is not a meal but a light snack.
- III. Children's food allergies and preferences will be recorded within their registration forms and catered for.
- IV. We are more than happy for you to provide their own snack to have during their attendance with us. (this is not effected in the club charges which will remain the same).
- V. Any snacks provided by yourselves would need to be nut free

### 7. Activities

The following activities will be available

- I. Games
- II. Arts and crafts
- III. Videos & Tablets
- IV. Opportunities to do homework
- V. Outside activities

### 8. Medical

- I. The After School Leader is first aid trained.
- II. If a child becomes unwell during club time, parents will be contacted to arrange for their child to be collected within a reasonable time, to avoid spread of infection.
- III. Children with an epipen will require an additional epipen for emergency use during their attendance.
- IV. Any other medications your child may need will have to be prescribed by a doctor.
- V. If your child has suffered from diarrhoea/sickness they will not be able to attend for 48 hours after the last bout.
- VI. All accidents will be recorded and parents will be asked to sign an accident form.



## **9. Contacting the club**

- I. Please telephone 07584322094 or email [myafterschoolclub@makingmiraclesnursery.com](mailto:myafterschoolclub@makingmiraclesnursery.com)
- II. Whilst the club is in operation, you may phone the club telephone.

## **10. Collection of your child**

- I. When you come to collect your child, you will need to ensure that a member of staff is aware you have collected your child so that they can be signed out before leaving the building.
- II. If someone other than yourself or the leader is not familiar with, is collecting, a password will need to be provided.

## **11. Behaviour**

- I. The club will have a behaviour policy in place to which will be available for all parents to read
- II. If continual bad behaviour is present, parents/carers will be informed.
- III. If there is no improvement after this, and the safety and welfare of both children and staff are compromised, the child will be excluded. This is only under extreme circumstances and all efforts will be made for this to be avoided.

## **12. Cancellation**

- I. After acceptance of the offer by the parent/guardian, either party may terminate this agreement by the service of one calendar months' notice in writing. During this period, the club undertakes to continue to admit the child and the parent/guardian undertakes to pay all fees due. If fees are not paid, the child's place shall immediately be withdrawn and the club shall be entitled to serve a formal demand for payment of such monies.
- II. Notice must be given in writing and posted/handed to the club leader and/or sent by email to [myafterschoolclub@makingmiraclesnursery.com](mailto:myafterschoolclub@makingmiraclesnursery.com)
- III. If in the reasonable opinion of the club manager or person of similar standing or authority it is considered that the continued presence of the child referred to herein is detrimental to the health, safety or wellbeing of the child or other children in the club or staff employed, then the club may serve notice to the
- IV. parent/guardian or a request for the child to be immediately removed from the club and the provision of one months' notice as referred to in sub clause ii) herein before stated shall not apply.
- V. We ask that parents agree not to put any information regarding the club or any child who attends the club onto their Facebook/social networking site.

## **13. Variation**

- I. There shall be no variation of this agreement unless it is in writing and made between a duly authorised representative of the club and the parent/guardian.



#### **14. Insurance**

- I. No responsibility is accepted for any child who arrives before 3.30am or after 6pm or for any money or other articles of value lost on the club premises or elsewhere whilst under the club's control.

#### **15. Closure**

- I. If the setting has to close or we take the decision to close due to events or circumstances which are outside our control, we shall be under no obligation to provide alternative childcare facilities to you. If the closure exceeds 3 days in duration (excluding any days when the setting would otherwise be closed), we will credit you with an amount that represents the number of days the club is closed in excess of 3 days.

#### **16. Safeguarding**

- I. We have an obligation to report any instances where we consider that a child may have been neglected or abused to the relevant authorities. We may do so without your consent and/or without informing you. All staff are level 2 Safeguard trained.

#### **17. Employment of Club Employees**

- I. If, during this Agreement and for a period of 6 months after the termination of this Agreement, you (directly or indirectly) employ or otherwise engage the services of any member of our staff who has had contact with your child under this Agreement in the last 6 months; and/or allow or permit the provision of any childcare services to your children by any member of our staff who has had contact with your child under this Agreement in the last 6 months; then you shall pay to us a figure representing 20% of the relevant member of staff's gross annual salary at the time they left our employment and/or services. This figure represents the costs to us of recruiting a Suitable replacement member of staff.

#### **18. Acceptance**

The parent/guardian has read and understands the Terms and Conditions contained herein and undertakes to be bound by the same.

Signed (Parent/Guardian): \_\_\_\_\_

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_