



Oak Tree Out Of School Club!

Youth Centre

Paddock Lane

Desborough

Northants

NN14 2LZ

07810661757

[oaktreeclub@hotmail.co.uk](mailto:oaktreeclub@hotmail.co.uk)

Registration Pack

### Terms and conditions!

The following are the terms and conditions of Oak Tree Out Of School Club, any person with Parental responsibility for a child that signs an admissions form is agreeing to abide by them. Oak Tree Out Of School Club reserves the right to change and update the Terms and conditions, and have a responsibility to inform all Parents/carer of these amendments as soon as they occur.

All of the policies and procedures must be adhered to by children, staff and parents/carers at all times (these can be found in the policy file at the club)

**Please inform us ASAP on 07810661757 (by either phoning, leaving a voicemail or texting) if your child will be absent from the club for some reason.**

For children attending the breakfast club please ensure they have arrived before 8:30am in order for us to take them to school as all registers have been completed by this time and we need to ensure correct staff:child ratios are maintained for the walk to school, any child/ren arriving after this time may not be able to attend the club for that session.

### Admissions

A deposit of 1 weeks fees must be paid when registering your child at the club(after/before school club only) this is to ensure that all sessions that are booked are attended. This deposit will be deducted from your last notice period invoice if your child leaves the club.

Proof of address will be checked prior to confirmation of sessions booked in at the club.

### Sessions

Four weeks written notice must be given prior to your child leaving the club. Notice sessions must be paid for and your child can still attend for the duration of the notice period.

If you wish to make changes to your child's permanent sessions then we require at least 4 weeks notice prior to change of session date.

Changes and cancellations to holiday club sessions after the confirmation form has been issued require 2 weeks notice prior to the first session date.

Extra sessions can be booked in for, the charge for these will be added onto your next months invoice, but once booked/confirmed all extra sessions must be paid for.

Session swapping is not allowed, any extra sessions taken will be charged for as extras, alongside your usual sessions.

Please note teas that are booked in for can be cancelled but we need one weeks notice, any notice given after this time will be deemed as a late cancellation and must still be paid for.

**When sessions are booked in you will receive a confirmation letter stating the sessions that are booked in and a reminder of the terms and conditions.**

**All of the sessions booked in for will remain the same each term and will be invoiced for and must be paid for regardless of days off/child sickness etc.**

**The club is not open on Bank Holidays, teacher training days or for the Christmas period. Any regular session days are not charged for during the school holidays, a separate charge will be made for any holiday club sessions taken during these periods.**

**Holiday club sessions may be offered to cover teacher training days, but these sessions will depend on the number of children booked in for the session, please speak to a member of staff to check each holiday if sessions are running on teacher training days.**

### Holiday entitlement

Your child is entitled to 5 days half price holiday sessions during term time, Per year, these can be taken in one lump or as separate days however we must receive 4 weeks notice prior to the first holiday date, for you to be eligible to use your holiday days, and notice given after this date will be deemed as a day off and will be charged for at the full session price.

### Fees and payment

The Club understands that the cost of registered childcare may seem expensive to a parent/carer. However, providing a high quality, safe and stimulating service for children is not cheap and to ensure the continued high standards and sustainability of the Club, it must ask that parents/carers respect its policy in respect of fees.

The level of fees will be set by the Registered Person and reviewed annually in the light of the Club's financial position, its future strategic plans and any other broader economic or social considerations deemed relevant

Payment of fees should be made monthly, on the 1<sup>st</sup> of the month in question. Individual payment arrangements will be negotiated between the Manager and parents/carers.

If the fees are not paid on time, the Club will notify the parent/carer and request payment at the earliest possible opportunity and a late charge of £15.00 may be incurred, for any invoices that are not paid by the date stated on the invoice. Exceptions to this rule are if you have not received your invoice in time for any reason such as non attendance

etc, although if you have not received your invoice by the 1<sup>st</sup> of the month please ask a staff member.

The Manager has the right to issue a formal warning to the parent/carer and inform them that continued late payment will result in their child's place at the Club being forfeited.

If fees are paid persistently late or not at all with no explanation, the Club will be forced to terminate that child's place. Any unpaid invoices will be passed over to an outside collections department for collection. Under exceptional circumstances, the Manager may agree to allow the child to continue attending the Club for the remainder of that week.

Parents/carers are encouraged to speak to a member of staff or the Manager if they have any query about the fees policy, or if, for any reason, they are likely to have difficulty in making a payment on time. Parents/carers are strongly advised to arrange a meeting at the earliest possible opportunity, to avoid jeopardising their child's place at the Club.

#### Vouchers and standing Orders

Any monies paid using vouchers or by standing order can only be used to take sessions at the club, if your account becomes in credit we highly recommend that you adjust your payments accordingly as we are not able to return any payments, all credited amounts must be used up in sessions at the club.

#### Safeguarding Children Policy:

Please refer to our full policies and procedures regarding all aspect of the club.

As part of our safeguarding policies and procedures we will ensure that any staff or volunteers that will be coming into contact with the children at the club have undergone a vetting procedure, applications forms and references must be provided and all new staff will have to gain a new CRB (Criminal records Bureau) disclosure.

The club has a fully trained child protection officer and all staff will be either trained or familiar with our child protection procedures. If there is allegations made by the child or if a child is thought to be in grave danger we a legally required to pass this information on to the local authorities.

#### Oak Tree Out Of School Club Play Policy!

We aim to provide exciting, challenging, interesting, varied and sometimes unusual play opportunities in a supervised environment where all children and young people can socialize, move, explore, create, enjoy, experience and take calculated risks in their play spontaneously and with minimal intervention from others.

We aim to achieve this by:

Listening to children and seeking their opinions on play types and opportunities they would to have through discussion, observations, suggestion box all about me book etc.

Supply the resources for the opportunities to take place when appropriate.

Access the relevant play work training to enable staff to support new activities.

Use risk benefit assessments before starting a new activity, or if a new activity takes place spontaneously, risk assess while ongoing.

Having access to a wide range of resources and equipment both indoors and outdoors, suitable for all children's individual needs enabling the children to choose freely and play independently.

Providing an area where children can sit quietly and relax if they want too.

Include all children in decision making regarding all aspects of club including snacks, meals and activities and involve them In the preparations for these activities including children assessing risks.

Through Playwork Principles, play types and EYFS learning outcomes, enable the children to express themselves and further their own skills and abilities through play and staff observations to support this.

Staff to use the self-reflection process from OFSTED and NCC to ensure activities and areas are have the best outcomes for the children.

Enable the children to look at their own level of skill and ability to judge for themselves before taking risks through play allowing them to make decisions and set themselves limits and boundaries, during risky play.

Some of the supervised activities your child may be involved in as well as the usual resources and equipment are:

Climbing trees, rough and tumble play with pretend weapons, Sparklers, BBQs, chopping and cooking, melting and burning on the hotplate, Wood work & power tools, investigating old appliances through dismantling and smashing using hammers and goggles, den building using large spaces and furniture, Chinese lanterns, dry ice fountains, experiments. Plus many more, each will be risk benefit assessed before and all activities are optional to each child, however if you wish for your child not to be involved in any risky play activities please make this known to staff.

Please see the play work board for more information on play types and the benefits etc

## General Information and terms and conditions

- We offer flexible ad hoc contracts to families that work on a shift pattern meaning you only book and use the sessions you need each week however a minimum of one session per week is required to save your child's place and we must receive all session in advance a minimum of the week before to ensure availability.
- We drop off and collect at both Loatlands and Havelock schools only.
- To ensure your child's safety and the safety of others all children that attend must understand and follow our policies and procedures both onsite and during school drop off and collection times, any child that causes disruption or safety concerns may be excluded from further sessions.
- All staff and visits are aware of our safeguarding procedures and must report any concerns directly to the safeguarding officer. Tracey Ginns.
- All invoices are generated monthly and are due in advance of the month by the 7<sup>th</sup> of each month. Weekly payment plans will be accepted however are due on the child's first session each week in order to save the child's place. We can accept cash however bank transfer or childcare vouchers are our preferred method.
- All our staff have DBS (criminal record) checks as part of our safer recruitment procedures.
- We are registered to accept many different childcare vouchers and have no problem registering for new accounts if you use a company we are not already registered with.
- We require 4 weeks written notice for canceling or amendments to sessions (subject to availability)
- We are registered with OFSTED and were graded a GOOD in all areas in our last inspection
- We provide breakfast in the breakfast club and a snack in the after school club. Holiday club children are required to bring a cold packed lunch (NUT FREE PLEASE) and snacks and drinks are provided throughout the day.

## Fee Structure

Breakfast club	£5.00
After school club (6pm)	£9.50
After school club (5pm)	£7.00
Holiday club (Full day)	£22.00
Holiday club (AM/ PM)	£13.00
Holiday club (6 hours)	£16.00

**TICK IF EYFS**

**Oak Tree Out Of School Club Admissions Form**

**Date of Registration:**

**Child Details**

First Name:	Surname:	Name to be used at club:
Date of Birth:	School attended:	Gender:
Language Spoken:	Ethnicity:	Religion:

**Parent/ Guardian Details**

Title	First Name	Surname	Relationship to child:	Title	First Name	Surname	Relationship to child:
Home Address				Home address (if different)			
Does child normally live at this address: Y/N				Does child normally live at this address: Y/N			
Work Address				Work Address			
Home Number	Mobile number	Work Number		Home Number	Mobile number	Work Number	
Email Address				Email Address			
Does this person have parental responsibility Y/N				Does this person have parental responsibility Y/N			
Any other details of Parental responsibility please add here:							
Any information about the child's family life that we need to know:							

**Persons authorised to collect your child**

Full Name	Contact Number	Full Name	Contact Number
Full Name	Contact Number	Full Name	Contact Number
Password (for collection)			

**About your child**

Details of any Significant Health Issues (including a special educational needs and/or physical disabilities statement):
Details of any Special Dietary Requirements, Allergies and Significant Food and Drink Preferences:.
Doctors Name and Address:
Is there anything your child doesn't like or is scared of:
What are your child's favourite things to do that might help them to settle in:

**Permissions**

Please sign and date in each box if you consent.

Do you consent for staff to apply sun cream to your child:	Do you consent for your child to go on unplanned walks in the local area:
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Do you consent for your child to be taken to hospital in case of an emergency:	Do you consent to your child being taken to the local doctors in event of minor injury:
Do you give consent for staff to apply plasters:	Do you give consent for staff at club to administer children's paracetamol in case of illness or temperature?
Do you consent for your child to travel in the clubs/staff fully insured cars:	Do you consent for photos to be taken of your child (club use only):
Do you consent for us to complete observations on your child:	Do you consent for us to share information about your child with other agencies such as the school:

**Please tick which session you would like your child to attend**

	Monday	Tuesday	Wednesday	Thursday	Friday	Adhoc
After						
B/fast						
Holiday						

I hereby consent for my child to take up a place at Oak Tree Out Of School Club, according to the terms and conditions set out in its policies and procedures. I have understood the expectations and obligations relating to both myself and Oak Tree out Of School Club, and agree to abide by them.

Signed	Date
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I understand that persistent late or non-payment of fees will jeopardise my child's continued attendance at Oak Tree Out Of school Club, I agree to pay the fees by the 7<sup>th</sup> of each month and I understand that late payments will result in late charges being added to the account.

Signed	Date
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I have read and understood the clubs play policy and I agree to my child taking part in a range of activities

Signed	Date
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I agree to collect my child on time at the allocated times unless pre-arranged with the club and I agree that I may incur late collection charges for persistent late collections.

Signed	Date
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I agree to pay for all sessions that have been booked in for and I agree to give 4 weeks written notice for cancelling or changing of sessions and I agree to pay for the notice sessions.

Signed	Date
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I understand that the club will share information/concerns about my child with regards to its safeguarding policies and procedures with local authorities.

Signed	Date
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I understand where the club has endorsed my claim for Tax Credit, Out of School Club is legally obliged to notify the HMRC if I cease to use the service during the period of my claim unless I give a minimum of 10 days notice. Your Tax Credit claim form will indicate that we may be held jointly liable for any claim HMRC consider to be fraudulent.

Signed	Date
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I confirm that the information given above is correct, and I promise to contact the Manager as soon as any of the details change.

Signed	Date
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**OFFICE USE:**

Proof of address seen YES/NO Initial:

### Emergency contact/collections and medical form

Name of Child		DOB:	
<b>Details of contacts, list in the order of contacts from 1<sup>st</sup></b>			
<b>1.First Name</b>		<b>Surname</b>	
<b>Contact Number</b>		<b>Relationship to child</b>	
<b>2.First Name</b>		<b>Surname</b>	
<b>Contact Number</b>		<b>Relationship to child</b>	
<b>3.First Name</b>		<b>Surname</b>	
<b>Contact Number</b>		<b>Relationship to child</b>	
<b>4.First Name</b>		<b>Surname</b>	
<b>Contact Number</b>		<b>Relationship to child</b>	
<b>5.First Name</b>		<b>Surname</b>	
<b>Contact Number</b>		<b>Relationship to child</b>	

<b><u>Password</u></b>
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Please make sure that this password is known by all of the people that are named above, as it will be asked for alongside other forms of identification such as name and address etc.

### **Emergency Medical Treatment Form**

Childs full first name:	Child's surname:	DOB:
Address	Child's medical Number:	Allergies or medical information:

**Doctor Details**

Doctor Name:	Surgery Address:
Surgery Phone Number:	Any other relevant info:

In the event that my child is involved in a serious incident while at the club, I expect the Manager, or a delegated member of staff, to contact me immediately on the above emergency contact number.

In the event that my child requires immediate medical treatment before I will be able to get to the Hospital, I hereby authorise the Manager, or a delegated member of staff, to consent to emergency medical treatment on my behalf.

I understand that this authorisation will remain valid unless I contact the Manager to withdraw it.

Signed	Date
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