

# **PURLEY CE PRIMARY SCHOOL**

## **NUTKIN CLUB**

### **TERMS AND CONDITIONS**

**3:00 pm – 6:00 pm**  
**Monday – Friday**  
**(term time only)**



The club is open to all children  
attending Purley CE Primary School

**The club aims to provide an environment and activity programme that encourages children's play. Children attending should feel confident within the setting to enable them to develop physically, emotionally and socially whilst having the opportunity to explore, discover and be creative. We believe that children should be allowed to play both indoors and outdoors, most of all we encourage the children to have fun!**

#### **The Nutkin Club will provide**

- A wide range of recreational, social and creative activities, varying from day to day and being led by the children's own preferences. Choices include reading and games, arts and crafts, dressing up, free play with toys, quizzes, team games, outdoor play and lots more. We positively encourage all the children to take part in the activities to the best of their abilities.
- Support with reading/homework. Children will have the opportunity to start their homework in school. It is, however, an important feature of homework that children share their learning at home so it will not always be completed.
- A calm and happy atmosphere, where children can feel relaxed and ready for going home time.
- A healthy snack for the children between 3:45-4:30pm. The range of snacks on offer will be: toast/bagels/tortillas/pitta bread, sandwich fillings, eg cheese, ham, carrot sticks/ cucumber/ celery with a selection of dips. Plenty of fresh fruit: grapes, sliced apples, segmented oranges, sliced melon etc. Milk or water to drink. This is intended to tide the children over until teatime and parents should not look at it as a replacement for an evening meal.

## **Nutkin Club Rules**

### **Punctuality**

The club is open from 3.00pm to 6.00 pm, Monday – Friday (term time only).  
At the end of each main term the club will run from 1:15pm – 4:15pm

Please call **07388 108277** to advise staff that you may be running late.

The club is not insured for childcare purposes after advertised session times.

It is policy at the club that children who are collected late (after 6 pm) are charged a late collection fee. The charge will be to cover staff additional hours. Continued late collections may lead to withdrawal of facilities at the club. A child/children will be cared for by the afterschool club staff for up to 30 minutes after closure whilst continuing to attempt to contact the parents/carers and emergency contacts using the numbers provided. If unsuccessful, the club has a duty to contact social care. We will take advice from social care and continue to try to contact the parents/carers until successful.

Late fees will be incurred if designated pick up time is not adhered to:

- Up to 10 minutes late, no fees
- 10 to 30 minutes late, £4.50
- 30 minutes and over, £15.00

If someone other than the person who regularly collects your child comes for them you must make a member of the club staff aware that this will be happening. A password will be set up on registration and this can be given to any adult who does not regularly collect. Please note that if staff are in any way unsure about the person collecting your child, they will ring you to obtain your consent before they release your child.

### **Behaviour**

The club will operate according to the school policy on behaviour. We expect children and adults to operate in an atmosphere of mutual respect and good manners. Parents / carers will be informed straightaway if there has been a problem and we would ask them to talk to their child. Children, whose behaviour is unacceptable, may risk losing their place at the club.

### **Dietary restrictions/allergies/medication**

All parents / carers will need to state at the time of on-line registration, any dietary restrictions / allergies or medication the child is on. Any children who have a prescribed asthma inhaler and/or auto-injector will need to have one available in school and parents will need to have previously completed the school's 'Request for School to give medicine' form.

### **Bookings**

From September 2019, all bookings will be made through an online system called Childcare Online Booking (CoB) System

- All parents will need to register on-line with CoB before making any bookings.
- It is the parents' responsibility to keep details on the CoB system up to date, e.g. current telephone numbers.
- All sessions requested are subject to availability and will need to be paid for at the time of booking unless paying with Childcare voucher.
- Bookings can be made up to 12 pm on the day.
- Any emergency bookings after 12 pm will be subject to availability and will need to be made by contacting the school office.
- Bookings may be cancelled or changed up to 24 hours before the start of the session.

### **Fees**

The fee includes the adult supervision, snack and all activities provided.

Fees are fixed at £10 per session per child. Siblings receive a discount of £2.00 per session. The cost does not change depending on the time your child arrives or is collected.

Bookings can only be accepted in advance. There will be a maximum of 15 spaces each day, so sessions will be allocated on a first come, first served basis.

Responsibility for payment of all fees or extra charges lies at all times with the person who has made the booking.

Failure to settle any fees may result in school taking action (including legal action) as stated in the schools Debt Policy. A copy can be obtained from the school.

### Fee Exceptions

- If a child is absent from school on an educational visit or a school residential, there will be no charge to the parent.
- If the school is closed for any reason, ie. enforced snow closure, there will be no charge to the parent.
- If your child is ill on the day of a booked session, please contact the office to receive a credit.

### **Childcare Vouchers**

- Parents can choose to pay with Childcare Vouchers with prior agreement with the school. The school will require details from the provider in order to register. Bookings will need to be paid for by card until this registration process is complete.
- Childcare Vouchers will be credited to individual accounts only when the funds have been received by the school. Please note, that many Childcare Voucher Providers take up to 14 days to allocate these funds to school. Therefore, please allow 21 days for this credit to be transferred across to your account.
- Current Childcare Providers registered with school are: Care-4, Computershare, Fair Care, Kiddivouchers and Edenred.

### **How to book?**

You can log on to CoB by using the link

<https://purley.childcare-online-booking.co.uk/>. You can access this on any device.

If you wish to watch a video on how to book please click on the link below.

<https://www.youtube.com/watch?v= bKs32IZLJ4>

### **Nutkin club staff**

A Play Leader will be running the club along with a Play Worker. The staff will have a food hygiene certificate as required by law and a First Aid certificate. The Club will be managed by the school.

### **Equal Opportunity**

Nutkin Club welcomes staff and children from many different ethnic groups, backgrounds and creeds. Similarities and differences are valued and respected and all children are treated equally. Nutkin Club will comply with the Special Educational Needs and Disability Act 2001 and will do all that is reasonable to accommodate the needs of children with disabilities. Nutkin Club will follow the school's Equal Opportunities Policy.

### **Child Protection**

Nutkin Club has a duty to protect the child at all times whilst in their care. The Play Leader has a duty to report any significant concerns s/he might have about the safety / well-being of a child to the school's Designated Safeguarding Lead.

### **Contact**

If you have any queries, please contact the school on 0118 9842384. Should you need to contact Nutkin Club once school has finished please call **07388 108277** to speak directly to a member of staff.

***Learn to love, love to learn***