



Park Road Academy Primary School

**Breakfast, Afterschool and
Holiday Clubs**

Terms & Conditions

2023 – 2024



These terms and conditions pertain to the operation of Park Road Academy Breakfast, After School and Holiday Clubs.

The terms outlined herein do not supersede the statutory rights of parents/carers. It is imperative that all parents acquaint themselves with the stipulations provided in these terms and conditions, as they constitute a binding agreement between the parent/carer and the school.

Admissions

(Refer to The Club Admissions and Fees Policy)

Modifications to Booked Sessions/Cancellation – Breakfast and Afterschool Club

For any adjustments to your child's sessions or if their place is no longer needed, Park Road Academy Primary School necessitates a one-calendar month written notice. Inadequate notice will result in full charges for the cancelled sessions. Additional sessions are subject to availability and necessitate five working days' notice.

The initial agreement amendment is exempt from charges. Subsequent agreement changes incur a £10 fee.

For short-term changes, ad hoc sessions may be available, and a notice of two working days is required.

Payment of Fees

(See our Admissions and Fees Policy)

Fees are invoiced monthly in advance and paid through the ParentPay online payment system. Childcare vouchers and Tax Free Childcare payments are accepted.

Fees will not be reimbursed for missed days due to sickness or any other reason.

Agreements

By digitally signing and confirming agreement with our terms and conditions, a legally binding contract is established between the parent/carer and Park Road Academy Primary School.

Fee Increases

Park Road Academy Primary School reserves the right to review and adjust fees annually.



Operating Hours

Breakfast Club: 7.45 am – 8.30 am

After School Club: 3.15 pm – 6.00 pm

Afterschool club for Nursery children: 3.30 pm – 6.00 pm

The Afterschool club will not be operational on the final day of the term before the Christmas break and the concluding day of the academic year.

Holiday Club: 7.45 am – 5.30 pm

Holiday Club will be closed on public holidays, one week during Christmas, one week at Easter, and the last two weeks of August. Detailed holiday opening times are available on the school website under Club/Holiday Club. Planned closures will be communicated in advance.

Unplanned closures due to unforeseen circumstances, such as adverse weather, cannot be refunded. The Club will only close in exceptional or extreme cases or when children and staff well-being is at risk.

Accidents and Illness

(Refer to our schools Administering Medicines policy & Infection Controls in School information on our website)

Disease/Illness Minimum Exclusion Period

- On Antibiotics: First two days at home
- Chickenpox: 7 days from rash appearance
- Conjunctivitis: 24 hours at home with prescribed medication
- Diarrhoea: 48 hours at home
- Gastroenteritis: Until authorized by District Community Physician
- Hand, Foot and Mouth: 3 – 5 days from blister appearance
- Impetigo: Until skin is healed
- Infective Hepatitis: 7 days from Jaundice onset
- Lice: Until treated
- Measles: 7 days from rash appearance
- Meningitis C: Until recovered
- Mumps: Unless swelling subsided and not less than 7 days from treatment start
- Plantar Warts: No exclusion, should be treated and covered
- Poliomyelitis: Until authorized by District Community Physician
- Rubella: 4 days from rash appearance
- Ringworm of Scalp: Until cured
- Ringworm of Body: Seldom necessary to exclude with ongoing treatment



- Scabies: No exclusion after appropriate treatment
- Scarlet Fever: No less than 3 days from treatment start
- Tuberculosis: Until authorized by District Community Physician
- Typhoid Fever: Until authorized by District Community Physician
- Vomiting: 48 hours at home
- Whooping Cough: 21 days from paroxysmal cough onset

The Club/Holiday Club should be informed by 7.45 am if your child will not attend, via the Club mobile number: 07810 863 617.

In Doubt

If your child exhibits doubtful symptoms like a rash, sore throat, discharge from the eye or nose, vomiting, diarrhoea, or similar, kindly keep them at home until they are confirmed free from infection risk by a doctor. Do not send an unwell child to The Club/Holiday Club. Children may be withdrawn if their contagious illness poses a threat to others.

First Aid

Basic first aid may be administered when necessary. Accidents will be reported to parents, and an accident form will be signed or information relayed through the school's online system. Administering medicine requires parental completion of the appropriate form, with prescribed medicine clearly labelled and authorised by a doctor.

Allergies, Medical Conditions Asthma

(Refer to the school's Asthma and Allergies Policy)

Parents/carers must inform The Club/Holiday Club of any child's ailment, illness, or disability. Immediate notification is essential for allergies, asthma, or other medical conditions, including written details. The Club/Holiday Club should be aware of the condition and its treatment. To maintain a nut-free environment, parents are urged not to send nut-containing items or products. Parents are also requested to avoid using nut-oil containing products on their children.

Holidays

Holidays taken during contracted sessions will incur full charges.

Contact Details

Changes to contact information should be promptly communicated in writing to The Club/Holiday Club to ensure accurate and updated details.

Child Collection

(Refer to our Safeguarding Children Policy and Uncollected Children Policy)

Parents/carers must sign their child in/out of The Club using the school system when arriving at or leaving the premises. Child collection is restricted to appointed individuals aged 16 or older. Proof of identity and a pre-agreed password are mandatory for non-appointed individuals.



Nursery parents are required to provide photos of adults authorised-to-collect during registration.

Behaviour and Conduct.

(Refer to Behaviour Management Policy and Suspensions and Exclusions Policy)

- Staff maintain professionalism towards children, parents, carers, and colleagues.
- Abusive or threatening behaviour will not be tolerated.
- Support will be offered for managing disruptive behaviour, with withdrawal possible if behaviour jeopardises others' safety.

Child Safeguarding

(Refer to Safeguarding Children Policy)

The Club/Holiday Club is mandated to report potential child abuse or neglect incidents without necessarily informing the parent/carer.

Liability and Insurance

- The Club holds necessary insurance as required by law.
- Parents/carers are responsible for any personal injury or damage caused by their child to others or property.

Personal Belongings and Uniform

- Children should avoid bringing valuable items to The Club.
- The Club is not responsible for lost, stolen, or damaged belongings.
- All personal items, including clothing and belongings, should be labelled with the child's name.
- The wearing of jewellery is discouraged.

Photography

We routinely capture photographs to document children's experiences, which are then shared with parents. These photos might also be utilised for promotional activities or posted on the school website, including the school's X feed (formerly Twitter). If you prefer that your child not be included in these images, kindly refrain from granting permission by not selecting the relevant option on the permission form during the application.

Changes to Terms & Conditions

Terms and conditions are subject to potential updates at any point during the year.



Termination

The club reserves the right to terminate enrolment:

- Due to non-payment, breach of terms, or disruptive behaviour.
- Parents breach any portion of their obligations under this agreement and fail to rectify the breach within a reasonable period upon notification.
- A child's behaviour at The Club/Holiday Club is deemed inappropriate or jeopardises the safety and well-being of other children.
- In the event of our decision to close The Club; ample notice will be provided if such a decision is taken.

You also possess the right to immediately terminate this contract if:

- We breach any of our commitments under this agreement, and corrective action isn't administered within a reasonable period after you've brought it to our attention.
- We encounter an event of insolvency.

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