

The Crossways Schools Breakfast Club & Crossways Kites Terms and Conditions

Definitions

- Clubs: The Breakfast Club and Crossways Kites After School Club.
- Parents: The parents, carers and guardians of children registered with the Clubs.
- Schools: Crossways Infant School and Crossways Junior School.
- Families: Families, including half or step families, who all live in the same household.
- Extended families: Half or step families not living in the same household.

Opening Hours

The Clubs will provide care and supervision of the children during the following hours:

- Breakfast Club:
 - 7.40am until the beginning of school, every weekday, term time only (excluding INSET days).
 - Children will not be accepted in Breakfast Club before 7.40am, as staff will be preparing the club and there will be no supervision.
- Crossways Kites After School Club:
 - The club will be available Mondays to Fridays during term time. Opening hours are between 3.30pm and 6.00pm Monday to Thursday and between 3.30pm and 5.00pm on a Friday.(excluding INSET days).
- In the event of a closure, e.g. due to bad weather, parents will be informed as soon as possible.

Staffing

- The Clubs will be run by staff from The Crossways Schools.
- Staff will have been recruited in line with the Schools' recruitment procedures.
- The following staff to child ratios will be used:
 - Breakfast Club – 1:10
 - Crossways Kites After School Club – 1:10 plus supervisor
- The Clubs reserve the right to change maximum numbers of children allowed to attend the Clubs dependent on available and legal staff to child ratios.
- The Clubs reserve the right to close the Clubs with no notice in extreme circumstances, e.g. an unusually high level of staff absence, dependent on available and legal staff to child ratios.

Registration

- Only children attending The Crossways Schools can register with the Clubs.
- The Clubs reserve the right to refuse registration.
- The Clubs cannot accommodate multiple registrations for the same child, e.g. where parents live apart, to avoid issues over bookings and payments.
- All children must be registered with the Clubs before bookings can be made.
- During registration, parents must provide:
 - Acceptance of the Clubs' terms and conditions.
 - At least one emergency contact.
 - Doctor's contact details.
 - Details of medical issues.

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- Details of medications their child is taking and any treatment which would have to be carried out by Clubs' staff.
- Permission for staff at the Clubs to administer/carry out any treatment specified by the parent if the need arises.
- Permission for staff to administer emergency first aid in the absence of a parent or guardian if the need arises.
- Details of any special dietary requirements.
- Parents with internet access must register with the Clubs using the on-line bookings system, accessible via the Schools' website:

www.crosswayschools.co.uk/parents/after-school-breakfast-club/

- For parents without internet access, a printed registration form will be available from the Club Administrator or from the Schools' offices.

Medical issues and special dietary requirements

- Parent's must inform the Clubs of their child(ren)'s medical issues or special dietary requirements during registration (see 'Registration').
- Parents must provide the Clubs with spare, prescribed asthma inhalers if their child suffers with asthma. This must be labelled with the child's name and handed in before they start at the Clubs.
- Parents must provide the Clubs with spare, prescribed EpiPens if their child has a history of anaphylaxis. This must be labelled with the child's name and handed in before they start at the Clubs.
- Staff will administer medication or treatment according to the Schools' Medical Needs Policy.
- If an accident occurs, it will be documented in an accident log. Normal school procedures for notifying parents will be followed.

Signing in/out

- Breakfast Club:
 - All children must be signed in on the attendance register by a parent at the external door of the Burrow.
- Crossways Kites After School Club:
 - All children must be signed out on the attendance register by a parent.
 - The door will be locked from the inside to keep children secure. Parents should collect their children from the Junior school car park at the allotted collection slot

Transfers between the Schools and the Clubs

- Breakfast Club:
 - Junior School children will be escorted by School or Club staff to Crossways Junior School playground and handed over to a staff member.
 - Infant School children will be escorted by School or Club staff to their classrooms in the Infant School.
- Crossways Kites After School Club:
 - All children will be escorted by School or Club staff from both Infant and Junior Schools to the Club.

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Other Clubs

- If a child attends other School-based clubs after normal school hours (e.g. sports clubs, Choir, D&T) prior to attendance at Crossways Kites, it is the responsibility of the parents to notify Crossways Kites' staff.
- Crossways Kites' staff will escort the child to Crossways Kites After School Club once their other club has finished.

Food

- Breakfast Club:
 - Breakfast will be served from 7.40am to 8.20am.
 - If children are having breakfast, they must arrive before 8.20am to allow them sufficient time to eat.
- Crossways Kites After School Club:
 - Snacks will be offered daily at 3.45pm and after attendance at other school-based clubs.
 - A varied menu will be provided.
 - Fresh fruit and vegetables will be offered at each session.
 - Drinking water will be available throughout the session.
 - The menu will be adjusted seasonally.

Homework

- Should children wish to complete homework (including Mathematics and home reads), space and opportunity will be provided.

Behaviour

- The Clubs expect the same high standards of behaviour from the children as is expected in the Schools and will follow The Crossways Schools Behaviour Policy. Children will contribute to and be made aware of the rules.
- In extreme cases of negative behaviour from a child, where the safety of other children or adults is affected or negative behaviour continues after discussions with parents, the offer of a place at the Clubs will be removed.
- The staff at the Clubs will not tolerate any incidents of violence, aggression and/or rudeness by any parents to the Clubs' staff or any child attending the Clubs, either physically or verbally, in person or on the telephone. In such circumstances, the Clubs' reserve the right to remove the offer of a place at the Clubs.

Valuables

- The Clubs cannot accept responsibility for any valuables or possessions brought to the Clubs.

Parking

- Parents parking on and off the Schools' premises will park considerately and without blocking other vehicles, entrances and exits.
- Parents parking in the staff car park will only park in the designated parking spaces.

Bookings

- All children must be registered before they can be booked into the Clubs (see 'Registration').

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- Urgent bookings, i.e. within 48 hours of the session (excluding weekends), can only be made by the Club Administrator.
- Bookings can be made up to 8 rolling weeks in advance on the on-line booking system, which is accessible via the Schools' website:
www.crosswaysschools.co.uk/parents/after-school-breakfast-club/
- For parents without internet access:
 - The Crossways Schools will provide an agreement for the Club Administrator to make bookings on the parent's behalf. Forms will be available from both the Infant and Junior School offices, and the Club Administrator.
 - Such bookings will not be treated as higher priority bookings than those made via the on-line booking system, i.e. as an effective method of 'queue jumping'.
- Where maximum numbers have been reached for a required session, the Club Administrator will keep a waiting list. If a place becomes available, the Club Administrator will allocate the place on a first come, first served basis.

Cancellations

- The Clubs require 48 hours' notice (excluding weekends) of cancellation of bookings or the booked session(s) will be charged at the normal rate. (Cancellations can be made on the on-line bookings system up to 48 hours in advance, excluding weekends.)
- If the Clubs need to cancel booked sessions, e.g. due to an INSET day being arranged or changed late in the educational year, the parents will be informed and the appropriate reimbursements will be applied to the parents' accounts.

Fees

- A one off £10 registration fee is applied to new families for Breakfast Club and/or Crossways Kites After School Club.
- The following charges will be applied to the parent's account for each individual session booked:
 - Breakfast Club - including breakfast and all activities.
 - £5.50
 - After School Club - including a snack and all activities.
 - 5pm finish - £8.75
 - 6pm finish - £10.25
- The following 'siblings discount' will be applied to each Crossways Kites After School Club session booked for families with more than one child (not including extended families):
 - 5% for families with two siblings.
 - 10% for families with more than two siblings.
- Discounts are at the discretion of the Clubs. The Clubs reserve the right to change or remove discounts with four weeks' notice to parents.
- Late pick-ups of children from the Crossways Kites After School Club will incur the following charges:
 - For sessions booked until 5pm - the 6pm finish fee will be charged.
 - For sessions booked until 6pm - £10 for every additional 15 minutes, or part thereof, that the children are in the care of the Club will be charged (per family, not including extended families).

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- Ad-hoc sessions which have not been booked will be charged at double the normal session price. The Clubs reserve the right to refuse entry to children who have not been booked.
- Payment is required in advance by cash, cheque, childcare vouchers or online bank transfer. (Balances can be viewed on the parent's account page of the on-line booking system.)
- Cheques should be made payable to: **South Gloucestershire Council.**
- Details of how to make payments by childcare vouchers or bank transfer are available from the Club Administrator.
- The Clubs reserve the right to change the set fees and additional charges with four weeks' notice to parents.
- The Clubs reserve the right to withdraw the offer of a child's place where payment has not been made in advance.

Absences

- The Clubs are unable to pass on absence information to the Schools. Parents must also phone the Schools to inform of their child(ren)'s absence. If the Schools are not informed, they will contact you and your child(ren) may be marked with an unauthorised absence on their attendance record.
- The Crossways Kites' phone will be checked for messages before each session. In the event of an absence due to illness or other circumstances, parents should ring the Clubs' phone and leave a message with their child's name and reason for absence.

Late pick-ups from Crossways Kites After School Club

- In the event of an unexpected delay, parents should contact Crossways Kites A.S.A.P. so that provision can be made for their child(ren).
- Late pick-ups will incur a charge (see 'Fees').

Acceptance of the Clubs' terms and conditions

- In the event that a parent's acceptance of the Clubs' terms and conditions has not been provided during registration, attendance at either club will be taken as confirmation that the parent has accepted the Clubs' terms and conditions.

Data protection

- A new data privacy law is being introduced in the UK from 25 May 2018. In order to comply with the new regulations, all data which you provide to the Crossways Breakfast and After School clubs will be processed according to The Crossways Schools Data Protection Policy and Privacy Notices, which are available from the schools' offices or from The Crossways Schools' website:

Data Protection Policy:

<http://www.crosswaysschools.co.uk/cis/wp-content/uploads/sites/4/2014/01/Crossways-Schools-School-Data-Protection-Policy.pdf>

Privacy Notice:

<http://www.crosswaysschools.co.uk/cis/wp-content/uploads/sites/4/2014/01/Crossways-Schools-Privacy-Notice-Pupils.pdf>