

## NORMANBY SUNSHINE CLUB

NORMANBY PRIMARY SCHOOL  
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NORMANBY  
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### TERMS AND CONDITIONS

#### **AIMS AND OBJECTIVES:**

- ★ To provide supervised breakfast and after school care for children between the ages of 4 and 12, in a safe, stimulating and caring environment.
- ★ To provide opportunities for play activities, creative activities, physical activity and relaxation in a secure, sociable and enjoyable atmosphere.
- ★ To provide opportunities for developing intellectual, social and physical skills and to promote independence, confidence and self esteem.
- ★ To provide childcare at a reasonable, non-profit making, rate as a service to parents/carers of Normanby Primary School.

#### **OPENING HOURS:**

After School Club will be open Monday to Thursday, 3.00pm to 5.45pm and on Friday, 3:00pm – 5:00pm, during term time only, at Normanby Primary School. Children in reception and Key Stage 1 will be collected from their classrooms by Club staff. They will remain in the Club until a parent, or a designated person (over the age of 16), arrives to collect them. **A charge of £4.00 for each quarter of an hour, or part of, will be made to a parent arriving after the closure time of 5.45pm Monday – Thursday and 5:00pm on Friday.** A snack of fruit and a drink will be provided, however children may bring a named packed lunch with them if desired. Fresh drinking water is available at all times.

Morning Club will be open from 8.00am until the start of the school day, during term time only, at Normanby Primary School. A light breakfast of toast or cereal, fruit juice and fruit will be provided at a small charge if required.

#### **BOOKING:**

All children using the Club must be registered with the Club and all information available. Bookings may be made via the school office (tel. 01642 469529) or with the Club Leaders. Bookings should be made in advance and late bookings will be subject to availability. Fees are requested weekly, in arrears. An invoice will be sent, via ParentPay, on the Monday after the child's attendance at the club. **Failure to cancel will result in the full session charge.**

**FEES:****After School Club**

Monday – Thursday	Per Session	£8.00
Friday	Per Session	£6.00
Monday – Friday	Per Week	£36.00

Monday – Thursday	Additional Sibling	£7.00
Friday	Additional Sibling	£5.00
Monday-Friday	2 children	£70.00

**Morning Club**

Per Session from 8.00am	£3.50 per child
Per Session from 8.30am	£2.50 per child
<b>Breakfast</b>	50p per child

**Charges for the weeks usage will be applied to your ParentPay account the following Monday. Please log onto [www.parentpay.com](http://www.parentpay.com) and enter your username and password. If you have not activated your account, please contact the office for a copy of your activation letter.**

**ADMISSION POLICY:**

All children must be registered with the Club, and the terms and conditions agreed to prior to the first session attended. Preference will be given to regular attendees and, in the event of limited availability, on a 'first come, first served' basis. The Club is normally staffed for a maximum of 30 children. Parents/Carers are encouraged to bring their child along for a short visit to familiarise the child with the environment and staff, prior to their initial session with us.

**PARENTAL INVOLVEMENT:**

Parents are welcome to the club at any time. Suggestions and any ideas for improvement may be discussed with the Leaders. Staff are available to speak to you when you drop off or collect your child. An annual survey is completed in the Summer Term.

**INSURANCE:**

**The Governing Body of Normanby Primary School, Ironstone Academy Trust** will be responsible for the provision of insurance, including Public Liability Insurance. The Registration and Public Liability Documents will be displayed.

**STAFF:**

Mrs H. Burke	(Leader)
Mrs A. Sudron	(Assistant)
Miss J. Gordon	(Assistant)
Mrs M. Plumpton	(Assistant)
Miss N. Mowbray	(Assistant)

## **EQUAL OPPORTUNITY POLICY:**

The Club will subscribe to the Equality Policy of Normanby Primary School. Each child, regardless of age, gender, physical or intellectual capacity, race or religion or any other characteristics will be welcomed to and valued in the Club.

## **DISCIPLINE:**

The Club subscribes to the Behaviour Policies of Normanby Primary School. Unacceptable behaviours, which spoil the experience of the Club for others, will not be tolerated. Parents will be informed of such behaviours. Any child who persists in unacceptable behaviours will not be allowed a place. The staff reserve the right to operate approved sanctions for minor misdemeanours.

## **HEALTH AND SAFETY:**

The Club subscribes to the Health and Safety Policy of Normanby Primary School. The Club premises are subject to the same regulations during the Club opening times as at all other times. Accidents, including minor ones, must be recorded and the parent informed. The staff will maintain their First Aid certification and the contents of the Club's First Aid box. Parents will be informed immediately in the event of a more serious accident occurring and appropriate action followed. In the case of illness, parents will be informed immediately. A request for school to administer medicine form must be completed at the school office, if a child needs to take a specific medication at a certain time. Parents and Carers should ensure other medication (such as asthma inhalers) are provided for use at the clubs.

## **CHILD PROTECTION POLICY:**

Parents and carers should be aware that everyone involved in the school, including the Normanby Sunshine Club, has a duty to take reasonable action to ensure the welfare and safety of its pupils. In cases where Club staff have cause to be concerned that a member may be subject to ill treatment, neglect or other form of abuse, staff will follow the [Local Safeguarding Board Child Protection Procedures](#) and inform the Social Services of their concern. The procedures we are bound to follow require the school's Nominated Person to inform the Social Services and not the parents or carers. This is to protect the child. Referrals from the school may result in a visit to the home by a Social Worker.

Mr Faulkner is the Nominated Person for Child Protection  
Mr Wood is the Deputy Nominated Person for Child Protection  
Mrs Lloyd is the Nominated Governor for Child Protection

## **COMPLAINTS PROCEDURE:**

If parents wish to raise any concerns they may have about Normanby Sunshine Club and its staff, they need to approach the Headteacher to discuss such matters. If parents wish to make a formal complaint, however, details of the procedures can be obtained from the Headteacher and are published on our website.

## **ACCIDENT PROCEDURES**

All major and minor accidents will be dealt with by a qualified first aider and recorded in the First Aid book. In the event of a major accident the emergency services would be contacted. Parents would be notified immediately. In the event of a minor accident, parents would be informed on collection of their child.

## **SPECIAL NEEDS POLICY**

The club staff will work alongside parents to ensure that their child's special needs are met. All children are welcome to attend and staff will organise the environment and plan activities to ensure all children take part at an appropriate level to their needs. The leader will inform parents of any difficulties that may arise.

## **LOST CHILD POLICY**

Every care is taken to ensure that all children are accounted for at all times. However, in the unlikely event that it is suspected a child has gone missing an immediate role call will be taken. If it is discovered that a child is unaccounted for then a thorough search of the premises and its surroundings will be carried out. On no account are the other children to be left unsupervised at any time. If after a thorough search, of no longer than 10 minutes, it proves unsuccessful in establishing the whereabouts of the child the Emergency Services and the parents would be informed.

## **UNCOLLECTED CHILD**

In the event of a child's parent/carer failing to collect them, their safety is of utmost importance. On no account is the child to be handed over to an unauthorised person. Two members of staff are to remain with the child whilst an attempt to contact the parent is made. If, after 15 minutes, no contact has been made, the Headteacher will be informed. In the event that contact could not be made within this time, and in any event by 18:00 hours, Social Services are to be contacted and advised of the situation. Staff will then follow Social Services advice.

## **FOOD ALLERGENS:**

Please consult with a member of the office staff if you have any concerns regarding allergies.