



NORMANBY SUNSHINE CLUB

NORMANBY PRIMARY SCHOOL
FLATTS LANE
NORMANBY
TS6 0NP
TEL: 01642 469529
email: office@normanby.org.uk

TERMS AND CONDITIONS

AIMS AND OBJECTIVES:

- ★ To provide supervised before and after school care for children in full time education between the ages of 4 and 11 (Nursery pupils within our 30-hour provision may also attend), 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 from 3.20pm until 5.30pm Monday-Thursday and 3:20pm until 5pm on Friday. Children in our 30hour Nursery Provision, Foundation Stage 2 and Key Stage 1 will be brought to Sunshine Club by year group staff. They will remain in the Club until a parent/carer, or a designated person (18 years old or over), arrives to collect them. **A charge of £4.00 per child for each quarter of an hour, or part of, will be made to a parent/carer arriving after the closure time of 5:30pm (Monday-Thursday) and 5pm (Friday).** A snack and a drink will be provided however, children may bring a named packed lunch with them if desired. Fresh drinking water is always available.

Morning Club will be open from 8.00am until the start of the school day. A light breakfast of cereal and fruit juice will be provided at a small charge if required.

BOOKING:

Bookings must be made via Arbor where payment is required at the time of booking. If you require an afterschool club place after the bookings have closed, please contact the school office who will be able to make your booking if a place is available. **Failure to cancel after school club places will result in the full session charge of £8.00.** Breakfast Club places are available on a 'drop-in' basis should you find you need a place at short notice. **'Drop-in' sessions should not be used instead of booking if you are able to.**

FEES:

After School Club

Per session: Monday – Thursday £8.00

Per Session: Friday £6.00

Morning Club

Per Session from 8.00am £3.50 per child

Per Session from 8.30am £2.50 per child

Breakfast: 50p per child

ADMISSION POLICY:

For any children attending after school club for the first time, the terms and conditions must be agreed to prior to the first session. Parents/Carers are encouraged to bring their child along for a short visit to familiarise the child with the environment and staff.

INSURANCE:

Insurance is organised via the Department for Education 'Risk Protection Arrangement (RPA)' membership, which includes Public Liability Insurance. This document will be displayed for your reference.

STAFF:

Miss Eardley

Miss Evans

Miss Hart

Miss Loughborough

Mrs Williams

Miss Wilson

Mrs Drage (Administration)

Mrs Pentney Designated Safeguarding Officer (on site and contactable)

EQUAL OPPORTUNITY POLICY:

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

BEHAVIOUR EXPECTATIONS:

The Club subscribes to the Behaviour Policy 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 could have their place suspended or removed. The staff reserve the right to operate in accordance with School's behaviour policy.

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. **Medicines, other than preventative medicines, will not be administered by Club staff.** A request for school to administer medicine form must be completed at the school office.

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. Staff will follow the Ironstone Academy Trust Child Protection Procedures, and the Designated Safeguarding Lead for Normanby Primary School is Mrs K Pentney (Head Teacher).

COMPLAINTS PROCEDURE:

If parents wish to raise any concerns they may have about Normanby Sunshine Club and its staff, they need to contact the Head Teacher to discuss any concerns. If parents wish to make a formal complaint, details of the procedures can be obtained from the School Office or via the school 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 so that their child's special needs are met. All children are welcome to attend, and staff will organise and make adaptations to ensure all children can attend. School may need to discuss this with parents and carers prior to their child's attendance.

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 Head Teacher will be informed. In the event that contact could not be made within a maximum of one-hour, Social Services are to be contacted and advised of the situation. Staff will then follow Social Services advice.