



BAA Club Terms and Conditions (From September 2016)

Aims:

- To provide a safe and stimulating environment for pupils of Fingringhoe Cof E Primary School after the school day.
- To provide an environment where pupils can learn, have fun and relax.
- To provide attending pupils with a snack and a after school.
- To enable parents of the school to have access to quality care enabling them to fulfil their functions in the wider community.
- To provide a consistent and professional service for all.

Session Times:

Afternoon (incl, drink and biscuits/ alternative snack)	3.00pm-4.15pm
Afternoon (incl, drink and biscuits and alternative snack tea option at 4.30)	3.15pm-5.00pm

Authorities:

- Parents/carers authorise 'BAA' to take all necessary action to safeguard and promote the welfare of the child.
- Parents/carers consent to use of physical contact with children as may be lawful, appropriate and proper to provide comfort to a distressed child or to maintain safety and good order.

Accidents/Illness/Allergies:

- All accidents that Manager are made aware of are recorded in the appropriate documentation on site. They are reported to parents/carers at the end of the session.
- In the case of an emergency requiring hospitalisation, parents/carers will be notified by phone after an ambulance has been called.
- The Headteacher of the school will be informed of any accident that requires hospital treatment, after the parents/carers of the child have been informed.
- If a child has a known medical condition, it is the responsibility of the parent/carer to inform 'BAA' of any necessary arrangements that may need to be made.
- If a child has been in contact with any infectious diseases, parents/carers must comply with the School's Policy on sickness.
- Parents/carers must ensure 'BAA' contact forms are up to date. Any changes must be notified to the BAA manager as soon as possible.
- Parents/carers must inform 'BAA' Manager if their child is unwell and will not be able to attend a session as soon as possible.

Lost Property:

- 'BAA' accepts no responsibility for the loss of or damage of property brought on to the premises by a parent/carer or child.

Admissions:

- 'BAA' is open to all children that attend Fingringhoe CofE Primary School.
- If all places are filled a waiting list will be established with the following priority order:
 - Siblings already attending.
 - Existing users who require the greatest number of sessions each week during term time.
 - Any other child attending Fingringhoe CofE Primary School
- Ad hoc/emergency sessions may be made at the discretion of the BAA manger through calling the school office.

Bookings:

- Booking forms are issued in June for the next academic year's sessions.
- Booking forms are to be returned to 'BAA' Manager before the end of the summer term, via the school office.
- Parents/carers must confirm the booked sessions at the end of the first week of the autumn term. Failure to do so will incur 1 months charge.

Charging:

- Sessions will be charged as follows:

Afternoon (incl, drink and biscuits/ alternative snack)	3.00pm-4.15pm	£4.50
Afternoon (incl, drink and biscuits and alternative snack tea option at 4.30)	3.00pm-5.00pm	£8.00

- Sessions will be billed 1 month in advance from September each year. September payments will be billed in arrears.
- Billed sessions need to be paid for within 1 week of issue of bill. Late payments will incur late payment charges at a rate of 5% of the total debt per month. Debts remaining unpaid for 2 months or longer may result in a pupil being refused access to 'BAA'.
- Sessions may be cancelled by informing 'BAA' Manager and charging will follow the criteria below:
 - No charge if 1 month's notice is given.
 - Sessions fully chargeable if less than one month's notice given.
- If parents/carers wish to change session times and days, then 1 month's notice is required. If less than 1 month's notice is given, parents/carers will be charged their original session pattern for the period of notice.
- Parents/Carers who undertake shift related work (such as Health Care or Policing) will have the option to change session patterns without charge if BAA Manager are informed of the pattern 1 month in advance, or as soon as their shift pattern is issued. (Whichever comes first.)
- Sessions will still be charged if a pupil is unable to attend through short term illness.

- All children attending the afternoon sessions must be collected by the session end time as listed above, otherwise late collection charges will be applied.
- If an 'extra session' has been booked in advance and then is not taken up, this session will be charged for at the stated rate.
- Late collection of pupils will incur the following charges:
 - Late collection 10 minutes or more after 4.15pm session end will incur a charge for a session to 5.00pm.
 - Late collection after 5.00pm will incur a charge of £5 per child for the first 10 minutes and for each block of 15 minutes after that.
- Payment for emergency/ad hoc sessions are to be made to the BAA manager directly on collection of the pupil/s.
- In the event that 'BAA' is closed due to severe weather conditions or Manager shortage parents/carers will not be charged for their sessions for the time of closure.
- If your child attends an after school club and they are booked in to BAA club, you will be charged the full session price.

Changing Sessions:

- Parents/carers may request a change to session patterns by giving 1 months' notice in writing to 'BAA' Manager.
- Changes will be allocated if space is available.

General Conditions:

- The 'BAA' Manager must be notified in writing immediately of any changes to contact details or family situations, Court Orders or situations of risk in relation to the pupil for which any special precautions may be needed.
- The 'BAA' Manager have a duty to report any significant concerns that they may have about the safety/welfare of any pupil to the school's Designated Child Protection Officer.
- Parents/carers agree to inform 'BAA' Manager of any necessary information to safeguard or promote their child's welfare or avert the risk of harm to their child or any other person. Manager will be informed of sensitive issues concerning a child on a 'need to know' basis.
- Parents/carers must notify the 'BAA' Manager that their child may have learning/physical difficulties.
- 'BAA' operates within the school's published Equalities Policy.
- 'BAA' operates within the confines of the school 'Behaviour Management Policy.
- 'BAA' operates within the school photographic permissions letter issued at the beginning of a pupil's attendance at the school.
- In the event of closure of 'BAA' due to severe weather conditions, or other unforeseeable events, parents/carers will be notified through the school text message system and school website.
- The school reserves the right to close 'BAA' on the grounds of staff shortage. Reasonable notice will be given where possible.
- 'BAA' is covered by the school's insurers.
- Parents/carers who have cause for complaint in relation to any matters of quality, safety or care must inform the Headteacher by following the school's complaints procedures.