



Federation Headteacher Miss J Concannon
<http://www.knaphillfederationofschoools.org.uk/>

Early Starter Club Application and Club Terms and Conditions

1. Aims

(a) Our aims: We aim to provide a club which meets the needs of parents and children. For parents this means knowing that your child is safe and happy in a club that is reliable and offers a consistent service. For a child this means an environment that is safe, supportive, a place to be with friends and make new ones, to relax and enjoy.

Parents are expected to give their support and encouragement to the aim of Early Starter Club and to uphold and promote its good name and to ensure that appropriate standards of behaviour, discipline and hygiene are maintained.

2. Welfare of the Child

(a) The child's health: Parents must inform Early Starter Club if the child has any known medical condition or health problem or has been in contact with infectious diseases. Parents must not bring a child to Early Starter Club if the child is unwell.

(b) Welfare: Parents authorize Early Starter Club to take all necessary action to safeguard and promote the welfare of the child. Parents consent to use such physical contact with children as may be lawful, appropriate and proper to provide comfort to a child in distress or to maintain safety and good order. This includes consent to medical treatment in line with the usual school procedures.

(c) Child Protection: The Supervisor has a duty to report any significant concerns they might have about the safety or well-being of a child to the headteacher in the first instance and then to social services if deemed necessary.

(d) Confidentiality: Parents agree to inform the headteacher of any information necessary to safeguard or promote their child's welfare or avert the risk of harm to their child or other person. Early Starter Club staff will be informed of sensitive issues concerning the child on a 'need-to-know' basis.

(e) Disclosures: The school must be notified in writing immediately of any changes in contact details or family situations, Court Orders or situations of risk in relation to the child for which any special precautions may be needed.

(f) Learning/Physical Difficulties: Parents should notify Early Starter Club that their child may have learning / physical difficulties.

(g) Equal Treatment: Early Starter Club welcomes children from many different ethnic groups, backgrounds and creeds. Similarities and differences are valued and respected and all children are treated equally. Early Starter Club will comply with the Special Educational Needs and Disability Act 2001 and will do all that is reasonable to accommodate the needs of children with disabilities. The Early Starter Club will follow the school's Equal Opportunities Policy.

(h) Discipline: Parents hereby confirm that they accept the authority of the Supervisor to take all reasonable disciplinary or preventative action necessary to safeguard and promote the welfare of each child and the Early



Starter Club. The Early Starter Club will follow the Behaviour Policy of the school which incorporates the Anti-Bullying Policy and the Racial Equality policy.

(i) Accidents: All accidents that staff are made aware of are documented in the school accident book and reported to parents.

3. Fees and Extras

(a) Items Covered: Fees do not cover meals and snacks as these are not provided. Early Starter Club runs from 8am to 8.35am and the charge of £2.00 per session applies regardless of the child's time of arrival at the club. An invoice will be prepared on receipt of the registration form and must be paid IN ADVANCE of each half-term. Children will be excluded from Early Starter Club at any time when fees are unpaid after **one** reminder.

(b) Responsibility for Payment: Fees are the responsibility of each person who has signed the Registration Form or who has parental responsibility for the child.

4. General Conditions

(a) Registration: Registration is by confirmation from the school only and continued registration is dependent upon receipt of payment in advance each half-term.

(b) Standard terms and conditions: Reasonable changes may be made from time to time to these standard terms and conditions. Notice of any changes will be given in writing as soon as practicable.

(c) Cancellation policy: If parents do not wish their child to continue to attend the club a session they must notify Early Starter Club immediately so that the place can be made available to others. A child will leave Early Starter Club when they leave Knaphill School. A child will no longer be registered if they have not attended for one half-term.

(d) Removal: Parents may be required to remove the child temporarily or permanently if the conduct of the child is unacceptable and it appears to the Supervisor that the continued presence of the child is incompatible with the interests of Early Starter Club. **There would be no refund of fees in these circumstances.**

(e) Loss of property: Early Starter Club is not liable for loss of property brought onto the premises by parent or child.

(f) Severe weather: Closure of the Early Starter Club will automatically happen upon the event of any whole school closure. Parents should take note of the school's information in respect of closure notification in the first instance.

(g) Insurance: The Early Starter Club is covered by the school's insurance.

(h) Complaints: Parents who have cause for complaint in relation to any matters of quality, safety or care must inform the Head of School without delay.

I have read, understood and agree to comply with the Terms and Conditions of the Early Starter Club.

Name of child / children: _____

I wish my child / children to attend the following days (please circle) and agree to pay the contribution in advance of each half-term at the rate of £2.00 per session per child (i.e. 3 days = £6 x number of weeks in half term). I understand non-attendance at sessions will be refunded only if the child is absent from school.

Monday

Tuesday

Wednesday

Thursday

Friday

Parent Signature: _____

