

Whitehouse Primary School  
Tea Time Club Terms and Conditions  
2019-2020

### 1. Aims

**(a) Our aims:** We aim to provide a high quality provision which meets the needs of both parents/carers and children. For parents/carers 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, encouraging, challenging and a place to be with friends and make new ones, try out new activities, to relax, to have fun and enjoy.

Parents/carers are expected to give their support and encouragement to the aim of Whitehouse Tea Time Club and to uphold and promote its good name and to ensure that appropriate standards of punctuality, behaviour, discipline and hygiene are maintained.

**(b) The child's health:** Parents/carers must inform the Tea Time Club through the school office if the child has any known medical condition or health problem or has been in contact with infectious diseases. Should a child be sent home from school poorly then parents/carers must comply with the exclusion guidelines set by the Health Protection Agency (available from the office) and a child must not be brought to Tea Time Club if unwell.

### 2. Parents/carers authority

**(a) Welfare of the child:** The parents/carers authorise Tea Time Club to take all necessary action to safeguard and promote the welfare of the child. Parents/carers 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. Parents/carers consent also to emergency medical treatment, including surgery and/or general anaesthetic, if certified necessary by a doctor and if parents/carers cannot be contacted on the emergency numbers provided in time.

**(b) Accidents:** All accidents that staff are made aware of are documented and reported to parents/carers.

**(c) Loss of property:** The Tea Time club will not be liable for loss of property brought onto the premises by parent/carer or child.

### 3. Entry to Tea Time Club

**(a) Registration:** Once a registration form has been completed and returned to us a child will be registered with our provision.

**(b) Booking a place:** A place can be booked **in writing only** by completing the registration form or by letter with  $\frac{1}{2}$  a terms' notice. **A parent/carer will not be able to book a place on the day due to staffing requirements.** Once a place has been booked a charge will be incurred for that place unless the cancellation policy has been followed (see clause 5a).

**(c) Standard terms and conditions:** Reasonable changes may be made from time to time to these standard terms and conditions and to the level of fees. Notice of any changes will be given in writing as soon as practicable. It is intended to review the cost of the provision at the end of the summer term.

**(d) Termination of the Contract:** A child will leave the Tea Time Club when she/he leaves Whitehouse Primary School or written notice is given by the parent/carer.

A child will no longer be registered with our provision if they have not attended for one term.

### 4. Fees and Extras

**(a) Items Covered:** Fees cover snacks and activities.

**(b) Payment of Fees and Extras:** A list of the costs is attached to these terms and conditions. **Fees must be paid IN ADVANCE of each half-term.** Children will be excluded from the Tea Time Club at any time when fees are unpaid after two reminders.

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

## 5. Cancellation, Withdrawal and Fees in Lieu

**(a) Cancellation Policy:** If parents/carers do not wish their child to attend a session they must notify the Tea Time Club as least one working week in advance. Failure to do so will incur payment in full, whether sessions are attended or not. **Fees will not be waived through absence or sickness.** In the event of long term absence as long as reasonable notice is given then the child's place will be held for half a term.

**(b) The Tea Time Club reserves the right to withdraw a place for a child.** Parents/carers may be required to remove the child temporarily or permanently if the conduct of the child is unacceptable and it appears to the Head Teacher that the continued presence of the child is incompatible with the interests of the Tea Time Club. **Should a parent/carer be continually late, i.e. up to 15 minutes after the session closing, for three sessions in a row or six sessions in a term the place will be withdrawn.** There would be no refund of fees in these circumstances.

## 6. General Conditions

**(a) Disclosures:** The school office 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.

**(b) Child Protection:** The school staff have a duty to report any significant concerns she/he might have about the safety/wellbeing of a child to social services. Parents/carers will be required to sign the hand-over register when they collect their child.

**(c) Confidentiality:** Parents/carers agree to inform the Tea Time Club of any information necessary to safeguard or promote their child's welfare or avert the risk of harm to their child or other person.

The Tea Time Club staff will be informed of sensitive issues concerning the child on a 'need-to-know' basis.

**(d) Physical Difficulties or Special Educational Needs:** Parents/carers should notify the Tea Time Club that their child may have learning/physical difficulties (if the school is not already aware of that). Should the staffing level need to be increased to meet any special behavioural needs of your child then the daily session rates will be adjusted accordingly.

**(e) Equal Treatment:** The Tea Time Club welcomes staff and children from many different ethnic groups, backgrounds and creeds. Similarities and differences are valued and respected and all children are treated equally.

**(f) Discipline:** The parents/carers hereby confirm that they accept the authority of the Tea Time Club staff to take all reasonable disciplinary or preventative action necessary to safeguard and promote the welfare of each child and the Whitehouse Primary School community. The Tea Time Club will follow the Behaviour Policy of the school.

**(g) Register:** Parents/carers are required to sign out their child when collecting them

**(h) Photographs/video:** Parents/carers who do not wish their children to be photographed or videoed in Tea Time Club must indicate this on the school photographs permission form.

**(i) Severe weather:** In the event of The Tea Time Club's closure due to severe weather, parents/carers will be contacted via the emergency telephone number they provided. Fees will not be waived in these circumstances.

**(j) Lateness:** In the event of a parent/carer being delayed in picking up a child they should ring the Tea Time Club staff on the mobile telephone number: **07542 709280** and not the school office.

**(k) Insurances:** The Tea Time Club undertakes to maintain those insurances which are prescribed by law for schools.

**(l) Complaints:** Parents/carers who have cause for complaint in relation to any matters of quality, safety or care must inform staff without delay. The Tea Time Club follows the school's complaints policy available from the office or on the school website.

**(m) Waiver:** Any waiver of these terms and conditions is only effective if given in writing by and on behalf of the Head Teacher.

**(n) Jurisdiction:** This contract was made solely with the Tea Time Club overseen by Whitehouse Primary School.

**(o) Cost:** The cost for Tea Time Club 2019-2020 is £6.00 per session.

- Autumn Term 1 - 03.09.2019-24.10.2019 (38days)      £228.00
- Autumn Term 2 - 04.11.2019-20.12.2019 (35days)      £210.00
- Spring Term 1 - 06.01.2020-13.02.2020 (29days)      £174.00
- Spring Term 2 - 24.02.2020-03.04.2020 (30days)      £180.00
- Summer Term 1 - 20.04.2020-21.05.2020 (23days)      £138.00
- Summer Term 2 - 01.06.2020-17.07.2019 (35days)      £210.00

Should you wish to book any additional days other than those agreed at the start of the half term and we have staff to cover the cost per session will be an increase of £4 for Breakfast Club and £8 for Tea Time Club. This also applies to late collections from Tea Time Club.

**(p) Access to school:** An automatic barrier will be in place from September 19 and there will be no access into the school car park for pick up from Tea Time Club, however access can be made from the pedestrian gate on Dunelm Road.

**Below is a breakdown of each day and the cost for the term**

- 1 Day a week = 7 days x £6 = £42
- 2 Days a week = 14 days x £6 = £84
- 3 Days a week = 21 days x £6 = £126
- 4 Days a week = 28 days x £6 = £168
- 5 Days a week = 35 days x £6 = £210

**Payment must be made before your child attends**

The Governing Body reserve the right to amend the Terms and Conditions or fees at any time.

✂ \_\_\_\_\_

I have read, understood and agree to comply with the Terms and Conditions of the Tea Time Club 2019-2020.

Name of child/children: \_\_\_\_\_

Parent/Carer Signature: \_\_\_\_\_

Name in full: \_\_\_\_\_

Relationship to child: \_\_\_\_\_

Date: \_\_\_\_\_

**Please return this copy with your Registration Form**

## Whitehouse Primary School Tea Time Club

Registration Form 2019 - 2020				
Name:		DOB:		Age:
Siblings:		Class		
First Emergency Contact:	Relationship to child:	Telephone: Home  Mobile		
Second Emergency Contact:	Relationship to child:	Telephone: Home  Mobile		
Third Emergency Contact:	Relationship to child:	Telephone: Home  Mobile		
Does your child have any medical needs:		Medication required:		
Does your child have any special educational needs?		Support required:		
Does your child have any allergies?		Medication required:		

Please tick which session you would like to book your child in

Monday 3.15-5.00pm	Tuesday 3.15-5.00pm	Wednesday 3.15-5.00pm	Thursday 3.15-5.00pm	Friday 3.15-5.00pm

If you are not sure about which sessions due to your working pattern please indicate the possible number of sessions each week and notify the school office of which days **one week** before the start of these sessions.

Number of sessions each week	
How much notice can you give of your requirements?	

Please give the names of Adults who you authorise to collect your child

Name:	
Relationship to child:	
Name:	
Relationship to child:	

Registered by: \_\_\_\_\_ Parent/Carer