

# KIDSTIME TERMS AND CONDITIONS

## 1. Introduction

KidsTime Breakfast and After School Clubs are provided by Boyne Hill CE Infant and Nursery School to support working parents of children attending the school by offering a safe and welcoming environment with activities and games, social interaction and nutritious snacks.

The Clubs operate in the school dining room, early years foundation stage classrooms and the main school playground.

## 2. Eligibility and Requirements

- All children must be registered before attending either Club. Registration forms are available from the school office and on the school website.
- We would very much prefer it if your child is fully toilet trained before attending.
- Parents/Carers may attach the 'I'm going to KidsTime today' tag to their child's reading folder/bookbag on days they are attending Club.
- The school reserves the right to refuse admission to any child whose behaviour causes upset to other attendees or disrupts the effective running of the Clubs and does not meet expectations, in line with the school's behaviour policy.
- Children who have 1:1 support in school and would require this to enable them to attend either Club, will only be able to attend if funding for the support has been agreed as part of their Education, Health & Care Plan (EHCP).
- Children must be brought to either Club and collected from After School Club by a responsible adult aged 16 years or over.
- Parents must promptly notify the school office of any changes to their contact details.

## 3. Club Sessions and Staffing

- **Breakfast Club:** 7:45am to 8:45am, term-time only, held in the dining room.
- **After School Club:** 3:20pm to 6:00pm, term-time only, based in the dining room. Multiple session options available (see Section 6). On the last day of the full Autumn, Spring and Summer term, the school day finishes at 2:15pm so the After School Club is not available on those days.
- **Staffing ratios:** Breakfast Club has 1 Supervisor and 1 Assistant (for a maximum of 30 children). After School Club has x Supervisor and 3 or 4 Assistants (for a maximum of 50 children).

## 4. Food and Snacks

- **Breakfast Club:** breakfast is offered up to 8:15am only. Children being dropped off after 8:15am are expected to have eaten breakfast at home. Children can choose from a range of breakfast cereals or toast with a choice of toppings.
- **After School Club:** a drink and a piece of fruit is offered on arrival and for children staying until 6:00pm, a light snack is offered around 5:00pm. The weekly menu is displayed in the dining room entrance and also on the school website. This light snack is not intended to replace the family evening meal.
- All staff have Level 2 Food Safety & Hygiene training.
- It is the responsibility of parents to inform the school of any food intolerances or allergies.

## 5. Drop-off and Pick-up

- **Breakfast Club:** from 7:45am. Children must be signed in on arrival. Children will be escorted to class for the start of the school day.
- **After School Club:** sign-in is managed by classroom staff who escort children to the dining room. Pick-up locations vary between the dining room, the playground or the early years foundation stage classroom.
- **Children attending extra-curricular clubs** from 3:30pm to 4:30pm, will be escorted to KidsTime by the activity club staff.
- Parents must sign their child(ren) out on collection.
- Gate codes will be provided to regular users only and these **must not** be shared with children or anyone not using KidsTime.
- The After School Club Supervisor must be informed if arrangements have been made for someone else to collect your child. Please call the KidsTime mobile: 07746 858637 after 3:00pm.
- If pick-up is delayed for any reason, the collector must telephone the KidsTime Supervisor immediately to request an extension to the session or to inform about alternative pick-up arrangements.

## 6. Booking and Payments

- All bookings must be made in advance by completing the appropriate term's booking form. Priority is given to working parents.
- Bookings can be made termly in advance or for the full academic year as soon as the termly booking forms are available towards the end of the summer term in July.
- **Payments for bookings** must be made at least monthly in advance via SCOPay, bank transfer or Childcare Vouchers. Multiple months can be paid for in advance.
- It is parents' responsibility to ensure their account is not in deficit.
- If there is an outstanding balance on your account for 4 sessions or more of either Club which your child has already attended, no further bookings will be accepted until the outstanding balance has been cleared. This means your child will not be able to attend either Breakfast or After School Club.
- If it is found that you have an outstanding balance on your account, you will receive an email reminding you to clear the balance within one week and add one month's credit. If, one week later your account remains outstanding, any future bookings already made will be cancelled and removed from the register.
- Parents may request to book the first session of After School Club on the day as a last-minute arrangement but this will only be agreed if space is available and the payment account is in credit.
- Bank details for payments:
  - Barclays Bank
  - Account name: Boyne Hill Infants School
  - Sort Code: 20-78-58
  - Account Number: 60190497
  - Reference: Child's name
- Booking confirmation will be sent via email. Parents must contact the school office if confirmation is not received.
- Fees per session:
  - **Breakfast Club:** £6.00
  - **After School Club first session** (3:20pm-4:30pm): £7.50
  - **After School Club second session** (4:30pm-6:00pm): £8.50 *(only available for YR1 or YR2 pupils attending an after-school activity club from 3:30-4:30pm)*
  - **After School Club full session** (3:20pm-6:00pm): £12.50

## **7. Cancellations and Refunds**

- Same-day cancellations must be phoned through to the school office by 12.00 noon and NOT just put in an email as this may not be read. This will enable the Club Supervisor to manage snack preparation.
- No refund will be given to parents who have booked their child into a session and then come and collect them from school at the end of the school day.
- If choosing to cancel future bookings, one month's written notice is required in order to receive a refund, except in exceptional circumstances at the Head Teacher's discretion.
- Session changes / booking of additional sessions may be possible with at least 24 hours' notice and subject to availability.
- Late pick-up charges of £10 per child apply if collected after 4.35pm or after 6:05pm, except in exceptional circumstances at the Head Teacher's discretion.

## **8. Policies and Procedures**

- KidsTime operates under the school's policies and procedures, many of which are available on the school website or can be printed upon request to the school office.
- The KidsTime mobile phone is active from 3:00pm every school day for contact.

## **9. Feedback and Contact**

- Feedback and concerns are welcomed via email to [Kidstime@boynehillschool.org](mailto:Kidstime@boynehillschool.org)
- For urgent matters, please contact the school office on 01628 622708 or the KidsTime mobile on 07746 858637 (after 3:00pm).