

Little Saints' Club Terms and Conditions

All Saints' CE Primary School
Easby Drive
Ilkley
LS29 9BE



Terms & Conditions

By ticking the relevant consent on Arbor, I am agreeing to the following:

1. I consent for my child to attend the Little Saints' Club (LSC). I understand that the LSC follows the school's policies and procedures, and that there are expectations and obligations relating both to the LSC and to myself and my child, and I agree to abide by them.
2. I agree to adhere to the Admissions Policy.
3. I understand that LSC is a play setting and that whilst my child is there, the LSC is legally responsible for them.
4. Once my child arrives at the LSC they will be in the Club's care until collected and signed out by an authorised person.
5. My child will be provided with breakfast in the morning session and is able to bring a snack (NO NUTS) and drink for the afternoon session if they wish.
6. I accept that my child may take part in messy activities and will have access to outdoor play. I understand that I can provide my child with appropriate clothing to accommodate for this.
7. Whilst the LSC tries to ensure the safety and security of items, I understand that it cannot be held responsible for loss or damage of my child's property.
8. I understand that it is my responsibility to book any sessions I require on a half-termly basis via Arbor.
9. If I wish to cancel any booked sessions, I will do so by telephoning/emailing the school office. If less than 48 hours notice is given, I understand that I will be charged in full for the session/s. If I cancel via email, notice will be taken from the time and date that my message is sent.
10. I will pay the fees due for my child to attend the LSC promptly and no later than the end of the half-term in which the sessions are taken. I will pay for all sessions booked, whether my child attends or not (e.g. due to illness, leave of absence, medical appointments, planned school visits or other absence), except where the session has been cancelled in accordance with the notice period above.

In the event that the school has to cancel Little Saints' sessions (for example, due to school closure or staff absence), I will be reimbursed for any Little Saints' sessions booked.
11. The LSC accepts payments through the Government's [Tax-Free Childcare](#) scheme. I will set up regular payments throughout the year to ensure that my Wraparound Care account does not fall into arrears.
12. Where payments are not made promptly and my account falls in to arrears, I understand that the LSC reserve the right to unregister my child and take legal action to recover payments owed.
13. If, due to unforeseen circumstances, I am going to be late, I will contact the LSC as soon as possible on: **07706 455041**
14. If I have booked for the session until 5.00pm and collect my child after this time, I understand that I will be charged for the session until 6pm.

15. LSC closes at 6.00pm. If I do not collect my child by 6.00pm, I will pay a charge of £10.00 per 15 minutes to cover any resulting costs incurred by school.
16. If I do not collect my child by 6.30pm, and the Club has been unable to contact me or any of my emergency contacts, I understand that the LSC will follow the schools' Uncollected Children Policy.
17. If there are any accidents or incidents at the LSC involving my child, I will be informed.
18. If my child has an accident at the LSC, they will be treated by a qualified first aider and I will be informed as soon as possible. If my child needs urgent medical treatment and I am unavailable, a member of staff from the LSC may give consent for treatment on my behalf, in accordance with the consents I have given on Arbor.
19. Information held by the LSC regarding my child will be treated as confidential. However, in some circumstances, for example, if there are child protection concerns, I understand that the LSC has a legal duty to pass certain information on to other agencies, including Police, Social Care and Health Care professionals.
20. I understand that aggressive and abusive behaviour towards staff or children will not be tolerated.
21. I understand that the LSC reserves the right to unregister my child if they show unacceptable behaviour resulting in distress or disruption to adults or children at the LSC.

ADMISSIONS POLICY

All Saints' Out of School club, Little Saints' is open to all children who are attend All Saints' C of E Primary School and to the children of staff who work at the school. In the event of more requests than spaces available, places are allocated on a first come, first served basis.