

King Edwin Primary School

Head Teacher Mr Callaghan-Wetton
Fourth Avenue, Edwinstowe, Notts, NG21 9NS
Tel: (01623) 822111 Fax: (01623) 825707
E Mail: office@kingedwin.notts.sch.uk
Website: www.kingedwin.notts.sch.uk



Terms and Conditions @ King Edwin Primary & Nursery – January 2021

The Terms and Conditions below relate to King Edwin primary and nursery school. By booking and attending our club you understand and accept the terms and conditions and they will form part of the contract between us. Please ensure that any queries you may have are cleared up before signing the registration form and attending the club. King Edwin primary and nursery school reserves the right to vary these terms and conditions at any time.

Registering your child

All places are booked through our Kids Club HQ online booking system. There are two types of bookings that we provide: **Contracted**: where your children attend on a regular basis, i.e. same times on the same days every week or **Ad-hoc** bookings where you book as and when you need sessions.

Payments

All adhoc sessions are to be paid at the time of booking. Contracted sessions are to be paid by the 22nd of each month.

King Edwin primary and nursery school the right to refuse any child entry into the club if payment is not received. Failure to comply with the above may result in an administration fee of £25.00.

Continual late payment may result in your place being terminated. King Edwin primary and nursery school has a 3-step approach to recover any outstanding debts. Please be aware that if this procedure is unsuccessful, we may give your name and address to a third party in order to collect any money due.

Termination of places

Once your child/children have been allocated places you must give one full calendar months' notice if you wish to cancel this agreement. Any places within this month must be paid for in full.

Credit on account

Please be aware that if your child/children are absent from school due to the Coronavirus we do not provide any credits. This refers to self-isolating, your child has symptoms of COVID19, or the club is required to close your child's bubble due to a case of COVID19. If the whole school does not open or we must close the club due to a national lockdown, places will be credited from the date of closure.

You will receive a credit if your child is absent from school through illness (except COVID19 related illness as above). Please inform us by phone on the first day that your child will be absent and continue to do so throughout the absence. Please give one month's notice if you are taking your child out of the club for a holiday.

Cancellations

Places will not be charged if you book a holiday and give us the required notice. You will receive a credit on your account if you cancel within 48 hours of the start of your session.

Attendance

Please ensure you sign your child in and out of the club at each session and record the time. If a regular place is consistently cancelled, we have the right to terminate these sessions. We reserve the rights to determine what is defined as consistent.

If you do not require your place, please ensure you notify us via email or contact the club to safeguard your child. Failure to notify us may jeopardize your future places with us.

Absence

Please inform the club if your child/children will not be attending the club for any reason, as strict safeguarding procedures must be followed.

Holiday Club

All payments must be made at the time of the booking. **All sessions are non-refundable.** Sessions can be swapped, like for like, if spaces are available, and must be used during the same holiday period. We are unable to credit unused places as numbers will have already been catered for.

Collection Policy

Parents and carers must agree to make appropriate arrangements for their child to be collected at the stated finish time.

Parents and carers must appoint a responsible person to collect their child and those responsible persons must be named on the registration form and be over the age of 16.

Please be aware that we operate strict opening and closing times. Due to strict staff to child ratios, it is important that you arrive and collect your child at the stipulated session time. If you arrive or collect your child outside the session time you may be charged for an additional session as we will have to provide extra staff coverage. Please phone to notify staff if you may be late collecting your child/children. Please be aware that late collection will be charged at £10.00 for 15 minutes.

Mobile phone policy

King Edwin primary and nursery school operates a 'No mobile phone/devices' policy. If children are found to be carrying or using such devices, they will be confiscated and given back to the parent at the end of the day.

Parents/carers using mobile phones or devices within the vicinity of children within the club will be asked to either take the call off the premises or stop using the device immediately.

Safeguarding

We are committed to responding promptly and appropriately to all incidents or concerns of abuse that may occur and to work with statutory agencies in accordance with the procedures

that are set down in 'working together to safeguard children (July 2018) and NSCB procedures. Please refer to our Child Protection policy for further information.

Medication

Only prescribed medication can be administered by a member of staff. A medication form must be filled in full.

Babysitting policy

We would strongly discourage babysitting arrangements between a member of staff and families. The Club is not responsible for any private arrangements or agreements made between individual staff members and families.

Camera/Social Media

King Edwin primary and nursery school uses social media as a platform to market our services, however, at no times will a recognisable photo of children be used.

We cannot follow or accept requests from children or parents on any social media platforms. So as a polite request, please do not request any member of staff.

When attending any functions at the club, ie sports days, stay and play dates, we have a strict no camera policy.

Data Protection

King Edwin primary and nursery school is registered with the ICO and complies with the Data Protection Act 2018. We will only use your (including your child's) personal information to provide a childcare service to you. We will keep your information secure and will never share it except if required to do so by law.

We would like to communicate with you by email. Please let us know if you do not wish to communicate with us in this way.

For further information please see our privacy notice and consent form.