



Silsden Primary School
Before / After School Club and Holiday Club

Hawber Cote Lane
Silsden
BD20 0JJ



Terms and Conditions

1. I consent for my child to attend Silsden Primary before and after school club and holiday club "Silsden Sprouts". I understand that the club follows the school's policies and procedures, and that there are expectations and obligations relating both to the club 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 "Silsden Sprouts" is a play setting and that whilst my child is there, the club is legally responsible for him/her.
4. Once my child arrives at "Silsden Sprouts" he/she will be in our care until collected and signed out by an authorised person.
5. My child will be provided with breakfast in the morning session and a snack in the afternoon.
6. I will notify Silsden Primary School or "Silsden Sprouts" if I am collecting my child from school on a day that he/she is booked to attend the club. I understand that I will be charged for the booked session.
7. I will pay the fees due for my child to attend "Silsden Sprouts" when they fall due, in line with my payment plan as set on "Magic Booking" and will pay promptly for all sessions booked whether my child attends or not (e.g. due to illness or holidays), unless I have made other arrangements with the manager or school office.
8. Ad hoc sessions must be paid for at time of booking, through "Magic Booking". Failure to do so may mean that any future requests maybe declined.
9. I understand that if payments have not been settled in line with your payment plan, I will not be able to book future sessions.
10. If I withdraw my child from the "Silsden Sprouts" I understand that I must give one calendar months' notice and if I wish to reinstate my child after this, he/she will only be given a space if it is available.
11. If my child is booked into sessions on an ad-hoc or rota basis, I understand that I must give at least 2 days' notice to cancel any sessions. If this notice period is not honoured, I understand that I will be charged for these sessions.
12. If my rota place is not used regularly in a half-term, I understand that my place will be cancelled and if I wish to reinstate my child after this, he/she will only be given a space if it is available.
13. It is my responsibility to keep the Club Leader informed of any alterations to the information regarding my child.
14. 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.
15. "Silsden Sprouts" closes at 6.00pm. If, due to unforeseen circumstances, I am going to be late, I will contact the club via telephone as soon as possible.
16. Where my child is booked for PM session 1 and they have not been collected by 4:45pm, I will be charged a late collection charge of £8.00 per quarter of an hour, added to "Magic Booking". Where my child is booked until 6pm and has not been collected on time, I will pay a charge of £10.00 per quarter of an hour to cover the costs of 2 staff who are legally required to supervise my child.
17. 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 after-school club will contact Social Care.
18. Whilst "Silsden Sprouts" 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.

19. If there are any accidents or incidents at the club involving my child, I will be informed.
20. If my child has an accident, he/she 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 club or school will sign any consent forms necessary for treatment on my behalf.
21. Information held by "Silsden Sprouts" will be treated as confidential. However, in some circumstances, for example, if there are child protection concerns, I understand that the club has a legal duty to pass certain information on to other agencies, including Police, Social Care and Health Care professionals.
22. I understand that aggressive and abusive behaviour towards staff will not be tolerated.
23. I understand that "Silsden Sprouts" reserve the right to withdraw an offer of a place if your child shows unacceptable behaviour resulting in distress or disruption to adults or children at the club.
24. Request for ad hoc/casual bookings are to be made through "Magic Booking" at least 2 working days before the date required. Any requests where the full notice time is not given, will automatically be declined.
25. Rota changes must be made through "Magic Booking" at least 5 working days before the first date required – adhering to this timescale will guarantee a place for your child for the sessions required. Any requests that are required within 5 working days cannot be guaranteed. Any request with less than 2 full working days' notice will be declined.
26. **One calendar month notice must be given to cancel a fixed term session at "Silsden Sprouts" – please email Sprouts@silsden.bradford.sch.uk**

For rota or ad-hoc bookings, at least 2 days' notice is needed to cancel any sessions. If this period is not adhered to, sessions will still be charged for.
- 26a Holiday club cancellations must be made 48 hours prior to the end of term date e.g. by 4:00pm Wednesday if school breaks on Friday at 4:00pm.
27. We staff to booked pupil numbers and therefore non- attendance because you choose for them not to attend or due to illness will still be charged/must be paid for.
28. If your child is not attending Sprouts due to an arranged school activity i.e Residential visit or where your child is representing the school (cross country, Netball etc), refunds will not be automatically applied. You will need to request these by e-mail to Sprouts@silsden.bradford.sch.uk.

ADMISSIONS POLICY

"Silsden Sprouts" is open to all children who attend Silsden Primary School Nursery to year 6 classes and the children of the play workers, subject to availability. In the event of more requests than spaces available, the following criteria will be applied to allocation of places.

Priority will be given to children as follows:

- Children of Play Workers attending Silsden Primary School.
- A child requiring full sessions;
- Siblings of pupils already attending Sprouts
- A child requiring part time regular sessions (prioritised by the highest number of sessions);
- Casual sessions where there is availability of places.

Casual sessions are available subject to numbers attending at any given time but must be booked, at least 48 working day hours in advance and no more than one week in advance as we will be unable to guarantee that a place will be available. All users, including casual, must have accepted the Terms & Conditions Contract on "Magic Booking" for each child prior to attendance.