

DAWN TO DUSK (WORSTHORNE PRIMARY) LTD



TERMS AND CONDITIONS

Dawn to Dusk (Worsthorne Primary) Ltd. is a non-profit making registered charity, which provides high quality before and after-school childcare for pupils at Worsthorne Primary School. Although the company is not part of the school and is separately managed by its trustees, a majority of the members of club staff are also employed at the school and are already known to the children. The club is only available to pupils at Worsthorne Primary and numbers at the club are limited to thirty-two per session. Dawn to Dusk prides itself on the quality of service it provides for the families who use it and the management committee endeavours to keep costs to a minimum.

Below you will find the terms and conditions for the Breakfast and After-School Clubs, including the protocols for registering your child, booking onto sessions and making payments. More details can be obtained from the Club Leaders who would be happy to discuss day-to-day aspects of the sessions. The telephone numbers below can be used Monday to Friday between the hours indicated.

Breakfast Club Leader: Mrs Emma Skaife is available on 07505 579711 between 7.45am – 3.30pm. Please note that Mrs Skaife works in school during the day and is therefore unable to answer the phone during school hours. Please leave her a text or voicemail and she will respond as soon as possible.

After School Club Leader: Miss Laura Holden is available on 07842 164108 between the hours of 12noon and 5.45pm.

Breakfast Club

Breakfast Club runs from 7.45am until 8.45am each morning at a cost of £3.00 per session. The price includes breakfast and a variety of crafts and games organised by the staff. Breakfast consists of fresh juice, a choice of cereals and/or toast and jams.

Parents and carers must accompany their children into the school building via the hall door and ensure that their child is signed in by the member of club staff on registration duty at the desk by the door. The member of staff on registration duty has a list of all children booked for that morning's session. In the event that the child has not been booked onto the session in advance, they will only be permitted to stay if the number already registered is less than thirty-two and the parent / carer can make an immediate payment of £3.00.

At 8.45am, the children are accompanied onto the school playground and responsibility for them transfers to Worsthorne Primary School staff.

After-School Club

After-School Club is open from 3.25pm until 5.45pm each day at a cost of £6.50 per session. The price includes a snack, drinks and a range of games and activities organised by the club staff. Special themed sessions take place throughout the year, for example at Chinese New Year.

A snack is prepared for the children immediately after school. Please note that it is not intended that families use this snack as a substitute for their child's evening meal.

Parents and carers must collect their children by 5.45pm, as the club staff finish at this time. In order to cover the extra cost of paying staff to wait for parents/carers who are late, a 'Late Collection' charge of £5.00 is made. This will be requested upon collection of the child. If it is not possible to take the 'Late Collection' payment from the adult collecting the child, it will be added to the invoice for the following

month. Unfortunately, there can be no exceptions to this rule as the members of staff have to be paid no matter what the reason for late collection.

Registering a child

From September 2015, parents and carers will be asked if they wish to register their child with Dawn to Dusk for the next twelve months. An Annual Registration Form must be completed and signed, indicating that parents/carers agree to the club's terms and conditions as set out in this document. An Annual Registration Fee of £5.00 will be charged.

Parents/carers are asked to indicate on the registration form the name of the adult responsible for making the payments for Dawn to Dusk's services. An address to which invoices can be sent in the post will be required. Dawn to Dusk must hold up-to-date contact details for the person responsible for payment in order for the child to be registered. In the event of payment being the responsibility of someone different to the parent/carer who is booking the sessions, written confirmation will be sought from that person prior to the bookings being accepted.

Booking Sessions

Bookings must be made in advance using the monthly booking form, which is sent home via the school or collected from the school's porch entrance. Forms are distributed mid-month for the following month and must be returned with payment in full before the start of the new month, in order for the booking to be accepted. The following example should clarify the process: booking forms for October will be sent out mid-September. They must be returned with full payment by the end of September for the October sessions to be confirmed.

Dawn to Dusk regrets that it is unable to process any booking forms which are returned without payment. Any such forms will be returned to the parent/carer with a letter of explanation. Please note that parents/carers must make alternative childcare arrangements if their booking form is returned.

In order to respond to the needs of our families, late bookings can be taken during the month if numbers permit. If it is necessary for a parent/carer to make a late booking, they should telephone the lead member of staff on the mobile number provided to ensure that there is space. Payment for the extra session/s must be made by the following working day. It is preferable for 48 hours' notice to be given for extra Dawn to Dusk sessions.

Payments

Payments must be made as set out above. Cheques should be made payable to '*Dawn to Dusk (Worsthorne Primary) Ltd*' with the child's name and the month for which the payment applies written clearly on the reverse. Cash payments should be made to the lead member of staff for each club or through the school office staff, who will pass them onto the Dawn to Dusk leaders.

Child-care vouchers

Parents/carers who are eligible for childcare vouchers, may use them to pay for the services provided by Dawn to Dusk (Worsthorne Primary) Ltd.

Arrears

As Dawn to Dusk (Worsthorne Primary) Ltd. is a registered charity and non-profit making, it does not carry sufficient reserve funds to provide a financial contingency should parents/carers allow their accounts to run into arrears. Dawn to Dusk is therefore unable to carry any debts as their impact is immediate and they put its ability to function at risk very quickly. Lack of funds could result in the closure of both clubs at short notice.

It is very important therefore that all payments are made in advance as described above. The only exception to this is when extra sessions are booked at short notice, the protocol for which has also been outlined above.

Should a family's account run into a deficit, Dawn to Dusk will be forced to withdraw its service. A letter of explanation will be sent in the post and an attempt will be made to give a week's notice to give the family opportunity to arrange alternative childcare provision. Parents/carers who are struggling to pay for Dawn to Dusk's childcare services should contact one of the lead members of staff sooner rather than later.

Financial support for pupils in receipt of Pupil Premium Grant

Children in receipt of the Pupil Premium Grant at school are eligible for help towards the cost of the before and after-school care provided by Dawn to Dusk. The Pupil Premium Grant is available to pupils whose families are in receipt of certain Government benefits and is paid directly to the child's school in order to support pupils to achieve the best educational outcomes possible. Parents/carers who believe their child may be eligible for the Pupil Premium Grant should contact Mrs Redman at the school for more information.

Medical Information and Allergies

Parents/carers must make Dawn to Dusk Leaders aware of any medical conditions or any allergies relating to their child, this includes food allergies.

Special Dietary Needs

Parents/carers must make Dawn to Leaders aware of any special dietary requirements, e.g. if children are vegetarian, etc.