

Terms and Conditions

1. The Club agrees to provide Out of Hours Activities that:

- stimulate, support and develop children's intellectual, emotional, physical, social, play and language skills.
- reflect positively the linguistic, religious and cultural diversity of the community.
- comply with approved policies, procedures and practices, ensuring a safe, secure and caring environment for all.

2. Parents agree to abide by the rules of the Club:

- Bookings may only be made with a fully completed Registration Form.
- Parents will ensure that payments are made in a timely manner and will not fall into arrears.
- One month's notice is required to cancel a session or to cancel a regular place in the Club.
- Parents will ensure that children are collected from the Club at the correct time and that consideration is given to neighbours in respect of noise and courteous parking. (Please use marked parking bays)
- Parents will support the behaviour policy for children at the Club.
- Parents and children will respect the staff of the club at all times.

I understand that the Club reserves the right to refuse bookings for the following reasons:

- Ongoing failure to pay charges
- Ongoing failure to collect children on time
- Unacceptable behaviour of children at the Club

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OOHA Club Handbook November 2017 Version 10

St Chad's CE Primary School

Out of Hours

Activity Clubs

2017 - 2018

The cornflake club



The oo - ha club



St Chad's Primary School –

It's so much fun, we want to stay longer

www.st-chads.leeds.sch.uk



St Chad's C of E Primary School

Out of Hours Activity Clubs

The Governing Body of St Chad's is delighted to support the extended hours provision at our school oo- ha Club.

Being able to provide out of hours care for children from 7.45am to 6.00pm each day with two distinct clubs, gives a wonderful opportunity to support the families of our school community.

The clubs are planned to be self financing.

Grant funding is sought, to enhance resources, but is never guaranteed.

OO-HA sessions are limited to 30 children, due to space restrictions.

It is important that sessions are booked in advance to allow the opportunity for all children to participate, to ensure welfare arrangements are adhered to and to allow the Club to maintain capacity bookings.

We do hope that you will support the clubs both in their practical operation and in their ethos and policies. We hope that the children of St Chad's will find school so much fun, that they do indeed *want to stay longer*.

Resources

Activities and resources will be provided to ensure that the aims of the oo- ha Club are met. These will include Make & Bake, Games, Music & Drama, Gardening and Sports. Sessions also include 'free time' when children may choose from a range of activities – homework may also be completed.

Food

Snacks and drinks will be provided that are healthy and nutritious. Children are involved in helping to develop the menus and in choosing the snacks each day.

Policies

The oo- ha Club will adopt current School policies in all areas including

- Anti –Bullying
- Safe Practice
(Health & Safety, Fire, Food, Hygiene, Risk Assessments)
- Behaviour
- Child Protection
- Dealing with Complaints
- Equal Opportunities
- Use of IT



Cancellation

If a session has been booked and the child does not arrive, the session will still be charged.

To cancel a session or to amend your booking you must give one month's notice. If a child is unable to attend due to an authorised illness, no charge will be made.

Staffing

The Club has a duty of care to its children and families, therefore all staff of the Club whether paid or volunteer will be required to

- Undergo an Enhanced DBS Check.
- Undergo training as necessary.
- Agree to the staffing
- *Code of Conduct* elements of their Job Description.



Aims

The school will support the families of St Chad's by providing out of hours activities that:

- stimulate, support and develop children's intellectual, emotional, physical, social, play and language skills.
- reflect positively the linguistic, religious and cultural diversity of the community.
- comply with approved policies, procedures and practices, ensuring a safe, secure and caring environment for all.

Club Details

The Clubs were named following consultation with all the children who attended the club when it first started in 2009.

So OO-HA stands for Out Of Hours Activity Club!

The cornflake club



7.45 - 8.50am

The oo - ha club



3.10 - 6.00pm

Registration

An Annual OO-HA Registration Form must be completed for every child taking part in Club activities, this will require information including:

- Child's details (please include any relevant medical information)
- Family emergency contact information
- Names of those approved to collect children
- Whether or not you consent to photographs being taken
- Session booking requirements
- Terms and Conditions for signature

It will not be possible to book a place for a child without a completed Registration Form.

Booking Policy

OO-HA sessions are limited to 30 children, due to space restrictions.

It is important that sessions are booked in advance to allow the opportunity for all children to participate, to ensure welfare arrangements are adhered to and to allow the Club to maintain capacity bookings.

At the end of the academic year parents are asked to complete a booking for the following year. Upon confirmation from the Club manager these sessions will be secured and any amendment to this arrangement must be in writing one month in advance of the change. Ad hoc sessions are available subject to availability.

Additional sessions, e.g. School Training Days or Holidays, may be organised by the Club and are subject to viability and staffing availability. Information regarding booking and payment will be provided when these sessions are advertised.

In line with the Terms and Conditions, the Clubs reserve the right to refuse bookings for the following reasons:

- Ongoing failure to pay charges
- Ongoing failure to collect children on time
- Unacceptable behaviour of children at the Club

Finance

Sessions will be invoiced in advance on a monthly basis, e.g. sessions booked for February will be invoiced at the end of January.

Any ad-hoc sessions will be invoiced at the end of the month e.g. ad-hoc sessions for February will be invoiced at the end of February.

Payment can be made by cheque, cash, standing order or one of our approved Childcare voucher schemes. (Currently - Allsave, Busybees, Edenred, Computershare, Care4, Co-op, Kiddivouchers and Fideliti). If your employer offers another scheme, we will be pleased to add that to the list.

An administration charge of £5 will be made if a cheque or standing order is returned.

All cheques should be made payable to St Chad's Primary School.

Charges

The following charges will be made for the school year starting September 2016. These are reviewed each year.

Cornflake Club – 7.45 – 8.50am - £5.00 (Breakfast served until 8.10am)

OO-HA Club - 3.10 – 6.00pm - £10.00

The OO-HA club provides healthy snacks, drinks and activities within this cost; on occasion special activities may incur an additional charge.

Parents must ensure that children are collected promptly at the end of each session by an authorised person.

Late collection of up to 1/4 hour will incur a £5 charge, 1/2 hour a £10 charge.

If you are running late, please do call the OO-HA mobile number to advise, so that you can make your journey in safety.