



Brambles at St Edward's CE Cheddleton – Childcare Agreement 2020/2021

Opening times

Brambles opening hours are Monday to Friday

7.30a.m. – 9.00a.m. Before School Club

3.00p.m. –6.00p.m. After School Club

Last drop off time for children into Before School Club is 8.15a.m.

Brambles is open term time for before and After School Club and non-term time for Holiday Club and inset days.

Fees

In response to your feedback, we are reviewing further flexibility within timings and fees in the autumn term. Once changes are agreed by our Local Academy Council (LAC), we will notify you with regards to implementation of the changes

- The current fee structure is set out on a separate document and is available on request.
- An extra charge will be made to parents who collect their children after 6.00pm at a rate of £5 for the first 15 minutes and £5 every 15 minutes after that.
- The fees are standard and must be paid for every day reserved with no alterations for holidays taken in term time or sickness.
- Fees must be paid in full on the 1st day of each calendar month. Failure to pay fees on time may result in a late payment fee and can in result in termination of your child's place(s).
- Extra sessions or swaps will be accommodated whenever possible. However adequate notice should be given to enable the club to ascertain whether staffing levels are appropriate.
- Shift worker patterns will be accommodated. However wherever possible we will need as much notice as you can, (preferably one month).
- Inset day provision will need to be booked in advance and payment made before the day – if you book an inset day and do not take it, you will still be charged.
- One month's notice is required, in writing, for any alteration to your requirements or to end your placement or payment of full fees in lieu.

Access to information

- Brambles operates an open access to information policy and parents are welcome at any time to view any policies and procedures. These can also be found on our Academy website. <https://www.stedwardscheddleton.co.uk>

Some policies are listed here. Please note that this list is not exhaustive:

- Admissions Policy
- Safeguarding children policy in line with LSCB (Local safeguarding children's board) local guidance and procedures
- Allegations against a member of staff policy
- E-safety – using mobile devices such as phones, cameras, and iPad and social networks
- Suitable people, safer recruitment, induction and training
- Environment of Opportunity Policy including policy for supporting children with special educational needs
- Complaints Policy and procedures
- Procedure to be followed in the event of a parent failing to collect at the appointed time
- Procedure to be followed in the event of a child going missing
- Arrival and departure procedure
- Procedure for keeping children safe on outings
- Policy on administering medicines
- Illness and injury
- No smoking policy to include reference to the use of alcohol and other substances
- Behaviour management policy
- Health and Safety policy and procedures
- Hygiene and cleanliness
- Premises and security
- Working with other agencies
- Considerations for the provision of food and drink
- Care, learning and play
- Involving and consulting children in developing their own learning

Medication and Illness

Staff will administer prescribed medicine in line with the Academy's policy and procedure. Parents must take medication home when collecting their child. Parents must provide written permission for the administration of all medication.

Staff cannot undertake the care of sick children, in particular those with an infectious complaint – for example diarrhoea, vomiting or high temperatures and will contact parents accordingly to collect their child

Behaviour

Brambles will follow the school's Behaviour Management Policy. The Assistant Principal with responsibility for behaviour will support the club manager as appropriate. If a child/ren displays persistent poor behaviour as set out in the school's policy, access to the Brambles service may be rescinded, at the judgement of the Senior Leadership Team.

THIS AGREEMENT IS BETWEEN:-

St Edward's CE Academy Cheddleton, Hollow Lance, Cheddleton, Leek, ST 13 7HP

And

Parent/Guardian.....(block capitals)
Address
.....Postcode.....
Telephone Number(s)(Home).....(Mobile).....(Work).....
Child's Name..... Year Group..... (as at July 2020)
Starting date

Declaration

I confirm that I have parental responsibility and have completed a Child's Personal Record giving details of medical conditions, emergency contacts. I have received a copy of this agreement and signed and understood the Conditions of Admission

Parent		Date

Please let us know if you use any of the following

Additional 15 hours funding (free or paid for) please provide us with your child's number

Tax free childcare – please provide us with your child's number (if appropriate)

Childcare Vouchers – please provide us with full details of the provider so we can contact and register with them

