

## Keresley Grange/Newland Primaries Wrap-Around 'Mad Hatters' Parent Agreement

We are delighted to be opening **Mad Hatters** before and after-school provision on both of our school sites with effect from 6<sup>th</sup> September 2021, under new COVID specific alterations.

This is a limited provision, and we will review as restrictions alter for COVID. It is in line with our school Risk Assessment, and maintains the integrity of school bubbles. We have decided to set up a phase bubble 'area' of Mad Hatters at the beginning and end of the school day as a first working attempt to support our families with before and after-school child-care. We also have to maintain strict cleaning routines.

Documented below are all the policies and procedures for Mad Hatters.

This is a before and after school provision, primarily set up to support working parents.

**All children must be signed in at Mad Hatters Breakfast Club by an adult.**  
**All children must be collected from Mad Hatters After School Club by an adult.**

Breakfast club will run from 7.45am to 8.40am daily.

After School Club will run from 3.30pm to 6pm daily.

### **Admissions Policy:**

The Club is open to all children who are attending Keresley Grange Academy and Keresley Newlands Academy, up to a maximum of 40 children and Keresley Grange and 20 children at Keresley Newland.

### **Admissions/Inclusion:**

Children that have an Education and Health Care Plan (EHCP), will be offered a place at Mad Hatters, subject to funding from the LA.

We reserve the right to refuse a place should we feel that staying at Mad Hatters would be of detriment to the child's health and well-being.

For Example:

- Makes the school day too long - exhaustion
- Difficulties in coping with changes with staff and activities
- Co-operating with children of different ages

### **Fees**

**All sessions must be paid for in advance - daily, weekly or half termly. Children will not be allowed into a Mad Hatters session unless full payment has been received in advance.**

**ALL PAYMENTS MUST BE MADE VIA PARENTPAY / PARENTMAIL**

**All fees are subject to half-termly review and may increase or decrease following the review. In the event of a price change, parents and guardians will receive advance notice of the intended price changes.**

*In an emergency, the parent/guardian should telephone the school and the child can of course stay for the session. The session must be paid by the end of the day.*

Failure to pay, will mean that child/ren can no longer stay at Mad Hatters.

### **Price – January 2022 (Reviewed termly)**

- After School Club - £6.00 per session

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- Additional children of the same family - £5.00 per child
- Children with EHCP requiring 1-1 support, without LA funding, £16 per session. (School will contribute towards the cost for the additional staff per session, match funding the £16 per session).
- Breakfast Club - £3.50 per session – Breakfast provided if required.
  - Additional children of the same family - £2.50 per child

### Late Collection Fee:

- If your child/ren is/are collected late (up to 5 minutes after 6 pm), a warning will be issued to the parent by the school.
- After 3 warnings, the provision will be withdrawn.
- If a parent is over 5 minutes late on any day, a payment of £6.00 automatically becomes payable and a warning will be issued. This is per child.
- A further £6.00 will become payable for every 15 minutes thereafter. Payment is to be made immediately to cover staff overtime costs. This payment is per child.
- If you know that you are going to be late please contact the Club and arrange for someone else to pick up your child and sign the agreed **password policy** to ensure your child's security.

### Late Collection Policy:

In situations of late collection of children, the following procedure will apply if no contact has been made:

- After 5 minutes (i.e. by 6.05 pm), all contact phone numbers will be rung, including the emergency contact number.
- Messages will be left where possible, asking for contact to be made.
- After a further 25 minutes (i.e. by 6.30 pm), we will try to ring the numbers once more, and if no contact is made, Social Services will be contacted, to arrange temporary foster care. The Head Teacher will be informed by telephone.
- The Social Services telephone number is 02476788555
- The staff and Governing Body have the responsibility of reporting any suspected child protection issues to the Social Services.

*Good Will: If you break down on the way to collect your child, please phone 07505003573 (KG) / 07946139268 (KN). Unfortunately, you will still be charged for the overtime, although we will not contact Social Services under these circumstances.*

### Behaviour Policy:

Keresley Grange/Newland school behaviour policy will be followed.

Parents will be informed if the child has misbehaved during the session.

Repeated poor behaviour from a child will result in the provision being withdrawn by the Head Teacher.

### Health and Safety:

Keresley Grange/Newland Health & Safety Policy will be followed. Mad Hatters staff are paediatric First Aid trained.

Treatment will only be given for minor injuries. In the case of more serious injury, the parents will be informed, and the child will be taken to hospital.

### Procedure:

- Phone the parent/guardian
- Call an ambulance
- One member of staff to go with the ambulance, unless the parent has arrived
- Should an ambulance not be available, the school will fulfil its duty of care and take the child to hospital. Any member of staff on the premises will be asked to accompany the member of staff or stay at school if deemed more appropriate.

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Children should have inhalers or other emergency medical equipment, during their time at Mad Hatters. It is unlikely that medicines will need to be given during the time at Mad Hatters. However, the normal school medicine procedures / policy will apply.

### **Food:**

A selection of cereals and toast is provided in Mad Hatters morning club. In order to keep costs down, children must bring a packed snack and a drink for their time at Mad Hatters after school.

### **Homework:**

Children can do their homework whilst at Mad Hatters.

### **Picking up:**

Please collect your child from the outside hall door. If Mad Hatters is based in a classroom, please telephone Mad Hatters on 07505003573 (KG site) or 07946139268 (KN site) to enable a member of staff to come and let you in.

### **Complaints:**

The normal school complaints procedure applies to this club.

A copy of our complaints policy is on the school website <https://www.keresleygrange.co.uk/> <https://www.knpa.co.uk/> and is available from the school office.

**ALL PAYMENTS MUST BE MADE VIA PARENTPAY / PARENTMAIL AS WE NO LONGER ACCEPT CASH PAYMENTS.**

**Child's name** \_\_\_\_\_ **Class:** \_\_\_\_\_

**Parent or carer's name** \_\_\_\_\_

1. I consent for my child to attend Breakfast/After School Club. I understand that the club has policies and procedures (which are available for reference at the club), 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 understand that Breakfast/After School Club is a play setting and that whilst my child is there the Clubs are / is legally responsible for him/her.
3. I will provide my child with a snack and drink for after school club.
4. Once my child arrives at After School Club he/she will be in the care of After School Club until collected and signed out by an authorised person.
5. I will pay upfront to use Mad Hatters Breakfast / After School Club.
6. It is my responsibility to keep the school office / Mad Hatters informed of any alterations to the information regarding my child (eg contact details, medical conditions, etc).
7. I accept that my child may take part in messy activities while at After School Club. I understand that I can provide my child with appropriate clothing to accommodate this if I wish.
8. After School Club closes at 6:00 p.m. If, due to unforeseen circumstances, I am going to be late, I will contact the After School Club staff as soon as possible.
9. I understand that there will be additional charges if I am late collecting my child/ren and I will be charged £6.00 for

every 5 minutes late per child.

10. If I do not collect my child by 6:00 p.m., and the club has been unable to reach me or any of my emergency contacts, I understand that After School Club will follow its **Safeguarding Policy** and contact Social Services.

11. Whilst After School Club tries to ensure the safety and security of items, I understand that it cannot be held responsible for loss or damage to my child's property.

12. If there are any accidents or incidents at After School Club involving my child, I will be informed.

13. If my child has an accident at the club, 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 After School Club will sign any consent forms necessary for treatment on my behalf.

14. Information held by After School Club regarding my child will be treated as confidential. However, in certain 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.

15. If any debt is accumulated, my child will not be allowed to use Mad Hatters facility.

16. It is the responsibility of the parent(s) / carer(s) who has parental responsibility to ensure that these conditions are adhered too and payments are made against your child's account.

**Current prices are:**

**Breakfast Club - 7:45am - 8:40am**

- £3.50 per day - Breakfast included
- £2.50 per day for each additional child from the same family

**After School - 3:30pm - 6:00pm**

- £6.00 per session per child
- £5.00 per session for each additional child from the same family

**I have read and understood the above terms and conditions and I agree to abide by them.**

**Name of parent/carer 1:**.....

**Signature of parent/carer** .....**Date:**.....

**Contact number:**.....

**Name of parent/carer 2** .....

**Signature of parent/carer**.....**Date:**.....

**Contact number:**.....

Password for use if another adult has to collect my child/ren in an emergency:

.....

**Signature of After School Club Leader:**

..... **Date**.....

If you know what days Mad Hatters will be required, please indicate below. Please note, we are happy for you to change on a daily basis and know these days are not set. This is purely used as an indication for numbers / staffing ratios.

	Monday	Tuesday	Wednesday	Thursday	Friday
Breakfast Club					
After School Club					

Personal information contained in this contract and registration form is kept in line with the Privacy Policy for Keresley Grange / Newland Primary Academy.