

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 week's notice of bookings is required.
- 4-8 hours notice is required to cancel a session.
- Two weeks' notice is required in writing 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 April 2016 Version 8

ST CHAD'S C OF E PRIMARY SCHOOL

OUT OF HOURS

ACTIVITY CLUBS

2016 - 2017

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.

Club sessions are currently limited to 24 children.

Therefore, it is important that sessions are booked according to the policies set out in this handbook, to allow the opportunity for all children to participate, for the Club to maintain capacity bookings and for the correct staffing supervision to be provided.

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*.

The Governing Body
St Chad's C of E Primary School



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.

If at least 4-8 hours notice of cancellation is given, there will be no charge.

It is hoped that a 4-8 hr notice period will be sufficient to allow any requests on the waiting list to be contacted in order to maintain the full capacity of the Club. However it is recognized that families often need to make arrangements in advance of this.

Two weeks' notice will be required in writing to cancel a regular place in the Club.

SICKNESS

If a child is unable to attend due to sickness, the charge will still be made, if this develops into a longer period and more than 4-8 hours notice is given, there will be no charge.

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 **O**ut **O**f **H**ours **A**ctivity Club!

THE CORNFLAKE CLUB



7.45 – 8.50am

3.10 – 6.00pm

THE OO - HA CLUB



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.

Registration forms and 1/2 term Booking Sheets are always available to download from the school website or may be collected from the main office/bungalow.

BOOKING POLICY

OO-HA sessions are currently limited to 24 children, due to space restrictions. It is important that sessions are booked in advance to allow the opportunity for all children to participate and for the Club to maintain capacity bookings. Correct staffing supervision also needs to be arranged.

Therefore, all Club sessions must be booked directly with the **OO-HA** Manager (by email / phone) at least one week in advance, this includes payment (bookings are only guaranteed once paid for.)

Bookings are encouraged for each calendar month or 1/2 term block. For additional Clubs on School Training Days or Holidays a specific booking deadline will be given.

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

Payments for sessions must be made at least one week in advance.

This may 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.

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

TRAINING DAYS HOLIDAY CLUBS

Sessions 8.00 – 1.00pm – £15.00

1.00– 6.00pm – £15.00

9.00am – 3.10pm – £20.00

8.00am – 6.00pm – £30.00



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.