



Sunflower Club Terms & Conditions

The Coombes CE School wrap-around care Sunflower Club (“Club”) is part of The Coombes CE Primary School and is open exclusively to children who attend the school. It is run by a team, including a Club Manager, a Club Supervisor, a cook and numerous playworkers. The Headteacher and supporting Governors oversee the provision and financials of the Club.

Operating Hours - The Sunflower Club will operate on all school days between the hours of 7.30am to 8.35am (Breakfast Club) and 3.20pm and 6.00pm (After School Club). The Club will NOT operate on inset days, public holidays, school holidays or on days when the school closes due to unforeseen circumstances. On the last day of each term the After-School Club will operate between the hours of 2.15pm and 4.30pm, this session will not include a snack.

Registration - To have access to the Club for their child/ren, parents/carers must complete a registration form. A registration fee of £15.00 per family is applicable upon registration to cover the administration costs for setting up the child as a user within the Club. Please refer to our Policy & Procedures document for further information.

Bookings - Sessions are to be booked half-termly in advance. Where the number of applications for a place in either Breakfast Club ("BC") or After School Club ("ASC") exceeds the number of places available, waiting lists are held (with a separate list for BC and ASC) for the next available places.

Ad-hoc bookings are any bookings made from the first day of the current half term. All ad-hoc bookings will be subject to availability and **must** be booked and confirmed prior to a child attending. To book an ad-hoc place, parents/carers can email the Club Manager sunflowerclub@coombes.wokingham.sch.uk, or, if place is required with less than 48hrs notice, by ringing the Club Phone on 07470 494275, during office hours.

Ad-hoc bookings for breakfast sessions close at 3pm for the following day. Afternoon ad-hoc bookings close at 2pm for same-day bookings.

Fees -

	Session	Fee	Additional Detail
Breakfast	7:30am-8:35am	£6.00	Breakfast Provided
Short After-School Session	3:20pm-4:30pm	£7.00	Fruit provided
Full After-School Session	3:20pm-6:00pm	£12.65	Healthy hot Snack provided

Fees must be paid in advance by the date given in the booking cycle. Payment can be made by childcare vouchers, or debit/credit card via our online payment system.

Where ad-hoc bookings are made by telephone or email, the fee must be paid at the earliest opportunity. Payment must be made before subsequent ad-hoc bookings are agreed.

Fees **must** be fully paid before the beginning of each half-term. If sessions booked have not been fully paid at the beginning of the next half-termly cycle, the Club will not accept bookings until all fees owed have been paid.

Payment can be made via childcare vouchers or debit/credit card via our online payment system.

Cancellations - Neither refunds nor credits will be given for any cancellation initiated by parents/carers in relation to pre-booked or ad-hoc sessions for the Club.

Where, in exceptional circumstances, sessions of two consecutive weeks or more need to be cancelled (not including for holiday) parents/carers should write to the Club Manager explaining the reasons for the cancellation in order that

Review date: October 2024

refunds may be considered by the Headteacher on a case-by-case basis. Only in very exceptional circumstances will refunds be considered.

Parents/Carers are responsible for informing the Club, if their child/ren are going to be absent due to illness or other circumstances. This can be done by notifying the school or **phoning the Club on 07470 494275**.

Please refer to our Policy & Procedures document for further information.

Drop off for Breakfast Club begins no earlier than **7.30am**

Access will be via School Gate 4 and parents/carers will be required to ring the doorbell and wait for a member of club staff to greet them at the gate.

Staff will ensure they have a register to hand and welcome the child and escort them to the club.

Collecting from Sunflower Club, a member of staff will meet parents/carers at Gate 4 (doorbell pressed on arrival). The club Supervisor will:

- Identify the parent/carer
- Request the password for collection (if required)
- Inform the parent/carer of the snack offered/ eaten that day and the activities on offer
- Pass on any messages from teachers to parents/carers, including behaviour incidents/ rewards
- Ask the parent/carer to sign the child out.
- A member of club staff will escort parents/carers off-site and lock Gate 4.

Late Collection

- Children must be collected PROMPTLY at the end of each After-School Club session. A flat rate of £20 (to cover staffing costs) will be charged if a child is collected after 6:00pm. For late collection after a part session, the full session fee will be incurred. For Breakfast Club, children must **not** be dropped off before the session start time of 7.30am. Early entry will not be permitted.
- If a child is not collected from the Club within 10 minutes of the end of the session (i.e. 4:40pm part session/ 6:10pm full session) and no notification has been received, the Club Supervisor will try to contact the parents/carers or emergency contacts given on the Registration Form. If the parents/carers or emergency contacts cannot be contacted, then an Incident Report will be written and the Headteacher/Governing Body will be notified.
- If by 5:00pm (part session) / 6:30pm (full session) the child still has not been collected and contact still cannot be made, Social Services will be contacted. Two members of the Club staff (or one member of staff and a Senior Leader from the school) will be present until the child is collected.

Regular late collection

- There will be an initial discussion between the Club Supervisor and the parent/carer involved and a verbal warning will be issued.
- If the late collection persists the matter will be referred to the Club Manager/Headteacher and a written warning will be issued.
- Continual late collection of children will result in membership of the Club being withdrawn.

Withdrawal of facility – The club reserves the right to withdraw the use of this facility in the following circumstances:

- Should the parents/users contravene any of the conditions contained IN THE CLUB'S Terms and Conditions after sufficient notice has been served. Sufficient notice constitutes one verbal notification and one written notification.
- Should any child appear unsettled or unhappy continually during club sessions.
- Where it is of the opinion of the club staff and the Head Teacher that the continued attendance would be to the detriment of either the child, other club members or staff.
- Where it is of the opinion of the club staff and Head Teacher that the level of additional needs was not fully disclosed by the parent/carer.

Review date: October 2024

- Where it is the opinion of the club staff and Head Teacher that school property/premises have been disrespected.
- Non-payment of fees when they are due.

Personal Belongings - The club is not responsible for any loss or damage to personal belongings.

Behaviour - The club staff will keep all parents/carers informed of any behaviour issues that arise during the sessions as appropriate – please refer to our Policy & Procedures document

By signing the registration form you agree to abide by all the above Terms & Conditions.