



HolidayClub@Hillcross
HILLCROSS PRIMARY SCHOOL

Terms and Conditions

Welcome to The Copse@Hillcross Holiday Club.

The Copse@Hillcross Holiday Club aims to provide excellent care for your children in a safe and friendly environment that promotes respect for all. We would like to outline our policies below so that you have a clear idea of how the holiday club will be operating. Full details of all our policies and procedures are also available on the school website.

Operating Dates are confirmed via ParentMail communication.

Operating Times

The Holiday Club will be operating from Monday to Friday 8.30am until 4:30pm.

Allocated times

To reserve your child(ren)'s place these must be booked in advance via HolidayClub@hillcross.merton.sch.uk or by using the Google Booking Form sent on ParentMail.

Inclusion

We aim to offer all children access to the Holiday Club provision. We welcome children with a range of needs and disabilities but we reserve the right to withdraw the offer of a place where the needs of a child are so significant they impact on their own safety and well-being, or those of other children. Where a child's additional needs require additional adult support in order for them to safely access the main school provision, a meeting will be held with parents to discuss whether it is in the best interests of their child to request the Copse Holiday Club to meet their childcare needs before offering a place.

Cost

The charging structure is as follows:

08:30am until 4:30pm

Cost per session: **£40.00**

Cost per week: **£180.00**

Payment is required in advance.

- via bank transfer, Childcare Vouchers or payment through ParentMail.
- Once a session has been booked it must be paid for in full.

Non/late-payment will incur a charge of £5 per day and may forfeit your child(ren)'s place.

Late collection will incur a penalty of £12.50 per half hour.

About The Copse@Hillcross Holiday Club

We aim to ensure that at least one member of staff working with the children will hold, or be working towards a childcare qualification and all will have previous experience of working with children in the past. All staff are also trained in Child Protection, First Aid, Health and Safety. There will be one member of staff with a full Paediatric/First Aid at Work qualification.



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What to bring and wear:

Please wear comfortable clothing and footwear, suitable for the day's weather conditions (a sun hat and/or a coat or waterproof jacket).

Your child(ren) will need to bring a healthy lunch (no nuts) and a non-fizzy drink. You can also bring a refillable drinks bottle.

Drop off/Collections

You will enter the school site via the Ashridge Way gate. Please use The Copse intercom to gain access to the school site when dropping off and collecting your child(ren).

Please ensure that you pick-up promptly. If you have any difficulties, you will need to contact us on HolidayClub@Hillcross: telephone number 020 8353 4157.

PLEASE ensure that you let us know in advance if someone other than yourself will be collecting your child. We will not let any child leave the club with anyone other than his/her usual parent/carer unless we have been informed in advance. We will always refuse to allow a child to leave with anyone who appears to be either unsuitable or under 14.

Procedure to be followed in the event of a child not being collected

In the event of a child not being collected, the child will be kept at the club and phone calls will be made to the child's parents/carers and other persons on the child's registration form. If we are unable to contact the listed persons by 5.15pm, Merton Social Services will be contacted and their advice will be followed. A charge of £10 per half hour will be applied.

Activities

At the holiday club the children will have a choice of indoor and outdoor activities. We will provide suitable resources for your children to play with and help them socialise in a friendly setting such as books, board games, puzzles and the use of a computer with educational/age appropriate games. We will also be leading the children in fun activities such as arts, crafts and cooking activities.

Behaviour Management

Bearing in mind the broad age groups attending the clubs, inappropriate behaviour will be dealt with as set out in the guidelines of the School's Behaviour Policy. In any case of misbehaviour, it will always be made clear to the child that it is his/her behaviour that is not acceptable, not the child him/herself.

Records

It is important for your child(ren)'s care and safety that we have accurate, up-to-date contact details in case of emergency. Please ensure that you inform us of any change in the details we hold. It is also important that we know of any recent illness or injury suffered by your child(ren) and it is helpful to know of any other circumstances that may affect them. All information will be treated in the strictest confidence.



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Illness and accidents

We ask you not to allow your child to attend the club if he/she is not well. Infections can spread very quickly in children facilities. Conjunctivitis, stomach upsets and of course Coronavirus, are the worst offenders. Exclusion times for communicable diseases are included in our policy documents.

We will contact you if your child becomes unwell in order that you can arrange to collect him/her as a matter of urgency. If your child has an accident it will be recorded in the accident book, which you will be asked to sign. If we are worried about a child who is unwell or injured, we will contact the parent/carer and the ambulance service/doctor as necessary. If your child needs to go to hospital, a member of staff will travel with them. We can only administer prescribed medicines in line with the school policy. **The Copse@Hillcross** is fully insured in the event of accidents.

If your child has any other allergies or medical conditions, please give details below:

If your child has any other allergies or long term medical condition that requires them to have medicine in the setting for emergency use, such as Auto Adrenaline Injectors (AAI), Rescue Medication or Inhalers **you will need to provide appropriate medication to kept at the HolidayClub@Hillcross (this must be in addition to any medication left with the school)**. If you have already filled in a consent form for the school this will be copied and given to Holiday Club Manager by the school Admin Team.

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Parental Agreement

I have read the terms and conditions set out above. I understand the requirements placed on me as parent/carer. I agree to abide by these terms and conditions. I understand that there may be variations given in writing by **TheCopse@Hillcross** Holiday Club from time to time. I also understand that that any breach of these terms and conditions may lead to my child(ren)'s place being withdrawn.

Signed.....

Date

Child/Children's Names.....

One copy to be retained by parent/carer and one signed copy to be returned to the school. An email from a parent's email address to **HolidayClub@Hillcross** is accepted as a signed copy.