



Milford Infants' After School Club Terms of Use 2024/25 (Service Agreement)

Welcome to Milford Infants' After School Club and thank you for choosing us to help you with your out of school childcare. We have been operational since September 2020 and aim to support busy parents and guardians during the School Term by offering a safe, happy, fun and stimulating place for pupils to have a sociable end to the school day.

The club operates during term-time only and will be closed on INSET days.

The club is run by our After School Club Leader. They manage a team of experienced and qualified assistants who work together to facilitate the service and ensure that all children enjoy the fun and activities on offer.

Milford After School Club is a non-profit making childcare service and is charged by the Governors of the Infants' School with the service being self-sustaining – official educational funding received from the Department for Education cannot be used to finance this service. For this reason, a few non-negotiables are in place and are set out in this document.

As a user of the provision, we would like you to read the Terms of Use and sign the Registration form to say that whilst using the After School Club you will adhere to them.

1. **Booking & Payment** (*Charges reviewed May 2024*)

Both are required a term in advance for each of the sessions that your child/children attend the Club. This is because, as with all childcare facilities, numbers of pupils for each day are needed in advance to plan staff ratios and food purchasing. If we have too many staff it will impact on future session charges and the overall sustainability of the club. Persistent failure to book and pay in advance for sessions will result in your child losing their place at the club.

2. **Cancellations**

Whilst we fully understand that there are times when circumstances mean changes in arrangements, due to the non-profit making nature of our club should you wish you cancel your child's sessions at the After School Club, a half term's notice is required. This enables us to organise staffing timetables and notify those parents whose children are on the waiting list. In line with other childcare providers, we are unable to refund fees if a child is unwell or does not attend. If the club is cancelled by the school, for example due to adverse weather conditions, a session credit will be rolled over to the next term. **If you are more than 10 minutes late collecting your child, a late collection fee of £5 will be charged. Your child's place will be reviewed should late collection become persistent.**

3. **Contacts**

When you complete your Registration Form you are asked to supply contact details for responsible adults who can be called on whilst your child is at the club. We would ask that you give us access to a minimum of two adults not including the main parent/guardian. It is

important that you keep these details current and up to date so that we can contact you if necessary. It must be noted that only adults who have been named on the registration form or subsequent updates will be able to pick your child up from Milford After School Club, unless a message has been received in advance.

4. **Policies**

The After School Club Leader and assistants operate in accordance with the school's policies and practices; these can be found on the school website or at the school office <http://www.milford-inf.somerset.sch.uk/policies/>. Please ensure that you read these.

5. **Allergy & Food Safety**

Due to allergen and food safety guidelines for schools only snacks provided by the After School club can be consumed at the club. Food with unknown allergens brought in from home (including from out of lunch boxes) to consume at the club puts those children with allergies in danger.

6. **Staff Safety**

As a general rule our school is an orderly, safe place, where relationships between staff and visitors, especially parents/guardians, demonstrate mutual respect and recognition of shared responsibility for pupils' welfare, educational progress and happiness. Parental involvement is an important factor in success and in dealing with emerging problems at an early stage. However, on occasion, the behaviour of a few parents/guardians can cause severe disruption or worse, result in abusive or aggressive behaviour towards staff, pupils, or other members of the school community. The Department for Education, being responsible for the Health and Safety of all the staff who work in Community schools, will not tolerate, any form of violence, threatening behaviour or verbal aggression against school staff (including Governors) or other members of the school community. This expectation of a certain standard of behaviour extends to those parents/guardians using an extended school facility such as our After School Club. Our staff have a right to expect that their working environment is a safe place for all and they do not expect to be verbally abused or be on the receiving end of any form of adult misbehaviour. Where such misbehaviour does occur, the Local Authority will play a proactive role in taking all possible action to deal with it, in response to the wishes of the individual school.

7. **Medicines**

Milford After School Club staff will not administer medicines during session times. If your child/children have a pre-existing condition or allergy of which the Club needs to be aware, it is essential that you complete the appropriate section on the Registration form.

8. **Parking & Pathways**

No matter what time of the day there is NO parent/guardian parking on the Milford site – this includes times when the site barrier appears to be raised. Parking prohibitions near the schools apply Monday to Friday 8.30 am – 9.15 am and 2.45 pm to 3.30 pm. Outside of these times cars can park appropriately on the road, respecting the school clear road markings and access arrangements of those who live near the school. We ask that all parents/guardians respect our neighbours, pedestrians and other road users when dropping off and picking up children from the schools. We work closely with the local Police Community Support Officers and the Safety Officer from Somerset County Council to ensure that all parking restrictions around the school are adhered to and that drivers respect the access arrangements of those who live near the school.

The safety and wellbeing of all our community is an absolute priority. When on school premises all pedestrians and visitors AT ALL TIMES are responsible for their own safety and anyone in their care. During early mornings and late afternoons school employees are arriving and leaving work and there are many cars driving into and manoeuvring around the site. Please therefore ensure that the designated pathways are used and that walking on the school field

and/or driveway avoided. Gates should be closed after use and children should not be allowed to use, climb or play on any structures or equipment unless authorised and supervised by a member of the school staff. The Club very much appreciates the co-operation of all parents/guardians in helping to keep our school community safe.

Finally, we aim for your child to enjoy their time with us. Please feel free to contact us at any time if you think there is something that needs to be discussed.

Best regards,

Milford Infants' School and Pre-School