



## **Parents Information and Terms and Conditions** **2021 – 2022**

### **Aims**

We aim to provide a high-quality service which meets the needs of both parents/carers and children. For parents/carers this means knowing that your child is safe and happy in a club that is reliable and offers a consistent service. For a child this means an environment that is safe, supportive, encouraging, challenging, a place to be with friends, try out new activities, relax and have fun.

### **Operating Hours**

BOS Kids HQ is open from 7.30am on a morning. Please can you ensure you are not dropping your child off before this time. **Breakfast is served between 7.30am and 8.15am.**

BOS Kids HQ is open from 3.20pm to 6pm. The school reserves the right to charge a late fee of £4 per hour (or part of) for late pick-up after 6pm. **Snack is served between 4.15pm and 4.45pm.**

### **Entitlement**

We will provide your child with a varied, nutritional breakfast and snack. We take into consideration any dietary requirements of your child. All members of staff have gained their level 2 food safety and hygiene certificate.

During After School Club we will provide a variety of activities for your child to do. The children will have access to these activities.

- ★ Outside area which has a variety of activities
- ★ Table football, darts and table tennis
- ★ Creative activities
- ★ Role play
- ★ Use of the Xbox
- ★ Baking
- ★ Construction and small world play
- ★ Access to ICT

There are always two teaching assistants on duty on a morning and four every evening.

### **Homework**

During each After School Club session the children will complete homework tasks with a member of staff.

- ★ *Foundation Stage and Class 1 – daily reading, phonics, Numbots and maths work*
- ★ *Class 2 – daily reading, spellings, Numbots and Times Table Rock Stars (TTRS)*
- ★ *Class 3 and 4 – daily reading, spellings, Times Table Rock Stars (TTRS), Century work and a set piece of homework each week*
- ★ *Class 5 and 6 - daily reading, spellings, Times Table Rock Stars (TTRS), Century work and a set piece of homework each week*

### **Payments and Booking**

Please use the School Gateway App to book your child into BOS Kids HQ. It is important that you sign your child up for these clubs before the day they are attending; this will ensure that the staff running the club has the correct information they need.

This will also ensure that the club does not exceed its legal number of 36. Failure to sign your child up may result in you being contacted to come and collect your child if numbers are too high.

We would be grateful if you could sign up for BOS Kids HQ breakfast club before the end of the previous school day and BOS Kids HQ after school club before 2.30pm on the day they are attending.

You are unable to book a session without payment unless you are paying with vouchers. The school expects to receive payment prior to your child attending the session. We reserve the right to refuse admission if payments are not made-up front.

**Vouchers** - The school accepts childcare vouchers, i.e. Apple, Care-4, Computershare, Edenred, Fidelity, Kiddi, Sodexo Vouchers and the government tax saving scheme. If you would like to use these vouchers to pay for a session, please email [admin@bromptonschool.net](mailto:admin@bromptonschool.net) with the name of the voucher scheme you would like to use and a member of the admin team will email you back with the relevant registration details. If you are already registered with this scheme, then no further action will be necessary.

Once you are up and running with vouchers you will have the voucher option available on your School Gateway App to book your child's sessions. The sessions can be booked without instant payment, please select to pay later, you will then see the amount owed for the sessions booked, so you can then transfer the voucher payment. You have the option of booking weekly, monthly, half termly or termly.

If you would like any further information, please contact Mrs Hustwick in the school office.

**Cancellation Policy**

As a parent/carer you must give 48 hours notice to cancel a session to receive credit for another session.

Your child will be marked as absent and a charge won't be taken if your child is ill, or the school is closed for any reason i.e. due to weather conditions.

Please speak to Miss Guy if you have any queries or questions about this, please use the following email [BOSKids@bromptonschool.net](mailto:BOSKids@bromptonschool.net) or speak to her directly.

**Behaviour**

We expect all children who attend these clubs to behave as they would during school hours. We will follow the school's policy for promoting good behaviour, using merits and appropriate sanctions. We reserve the right to refuse admission.

**Complaints**

If you have a complaint, please speak to Miss Guy in the first instance. If you are dissatisfied with the response, please speak to the head teacher. A copy of the school's complaints procedure is on the school's website.

**I have read, understood, and agree to comply with the terms and conditions of Brompton-on-Swale Primary School's before and after school club.**

Name of child/children: \_\_\_\_\_

Parent/Carer Signature: \_\_\_\_\_

Name in full: \_\_\_\_\_

Relationship to the child: \_\_\_\_\_

Date: \_\_\_\_\_

Miss M Guy Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Please return this copy back to school**

**The school office closes at 5pm therefore if you need to contact a member of staff in BOS Kids, please use the school telephone number 01748 811683 and select option 3.**