

# Moorlands Junior School



## Before School Club

Parent Handbook

2019/20

Opening Hours	
Before School Club	7.45am – 8.45am
Contact	
Phone:	0161 962 5452
Email	moorlands.admin@trafford.gov.uk

### **Summary of Key Charges**

Session Charges	
Before School Club	£4
Penalties	
Arrival without booking	£10.00 plus session charge
Cancellation of Before School Club made less than 2 weeks before session	Full session charges
Late bookings (see below)	£1.00 plus session charge

**This document forms the terms and conditions. By using the services you are agreeing to the enclosed terms.**

## **Introduction**

Welcome to Moorland's Junior School's Before School Club.

The Club will be an extension of the school and will reflect its aims and ethos.

Children will have the opportunity to engage in fun physical activities led by qualified coaches or school staff.

Parents will be able to relax in the knowledge that their children are safe and well cared for.

## **Availability**

Before School Club is open to all children from Year 3 to Year 6 from Moorlands Junior School. There are limited places available each day which are offered on a first come, first served basis.

### Dates of Closure

The before school club is not available on staff training days and bank holidays, and is closed during all school holidays.

This includes the following Staff training and bank holiday dates up to the end of academic year 2019/20

- 2<sup>nd</sup> September 2019
- 26<sup>th</sup> October 2019
- 7<sup>th</sup> February 2020
- 27<sup>th</sup> July 2020
- 28<sup>th</sup> July 2020

## **Bookings**

Bookings are taken by completion of a booking form or on an ad hoc basis subject to availability.

Parents can book as far in advance as they wish (within the academic year) by using additional booking forms on a half termly basis or by ticking the 'All Year' box on the booking form.

Places are subject to availability in accordance with the appropriate staff/pupil ratios, space available and health and safety requirements.

All forms are available from the school office in person, by emailing, phoning school or downloaded from our school website <http://www.moorlandsjuniorschool.com/>

Bookings may be accepted on an adhoc basis, subject to availability and advance payment.

## **Late Bookings**

Late bookings can be made, subject to availability and advance payment. A £1.00 surcharge per service is added to late bookings as follows:

- bookings made after 3pm the previous day

## **Arrival without a Booking**

Arrival without a booking is not acceptable and you may be turned away.

If a child arrives expecting to be in the club and there are spaces, we will accept the child, admit them to club and make the following charges.

if your child arrives at club without a booking a charge of £10 per child will be made in addition to the session fee. This charge will not be removed unless parents/carers can show written confirmation from school\* that they already had a firm booking for the session.

\*Written confirmation from school can be a text, email or a note from staff in the daily register that is used by club staff and the club administrator (these notes are made on the day the change was requested).

## **Changes and Cancellation**

Cancellation can be made at any time but credit will only be offered if the required notice is given.

**To obtain a credit for a Club session, cancellation must be received in writing 2 weeks (14 days) before the session to be cancelled.**

Credits will not be offered in any other circumstance, including illness.

Credits will be offered in the form of another club session. The cash will not normally be refunded.

Changes to bookings may be accommodated at the discretion of the school office, subject to availability and the notice period listed above.

## **Payments**

Payments can be made by the following means:

- ParentPay
- Childcare Vouchers (please check your employer is registered with school by contacting Mrs Osborne in the school office).

## **Payment Deadlines**

Payments can be made at any time via ParentPay or through the club/office staff.

All payments received through the office will be, receipted and logged in ParentPay.

The amount paid is flexible as long as a positive balance is maintained. At each club session your child's attendance will be entered into ParentPay which will debit your account by the appropriate amount.

Debt on your account is not permitted. Debt will result in your child's place being withdrawn immediately. Places will not be held during this period and may be offered to someone else. **Therefore, debt on your account could result in the loss of your child's place.**

## **Activities and Games**

Monday: Dodgeball – Provided by Sale Sports Club (Mike Sambell)

Thursday: Gymnastics\* – Provided by Little Sports Coaching

\* Children will work towards achieving BAGA awards and will be assessed every term. Badges will be given to those who successfully achieve each level.

## **Staffing**

All staff are subject to enhanced DBS (Disclosure and Barring Service, formerly CRB) checks. They also receive the appropriate first aid and other qualifications as required. They will be familiar with all school policies. All staff will have coaching qualifications or child care/health qualifications or be working towards them.

## **Medical**

As a general rule we do not administer medication. If your child needs medication such as inhalers and Epipens please talk to staff to make arrangements to manage the medication.

In cases of infectious diseases, the Local Authority issue guidelines on the required length of absence. We will share this information with you as necessary.

If your child has sickness or diarrhoea you must keep him/her off for at least 48 hours from the last bout of illness.

## **Other Relevant Policies**

The club falls under the business of Moorlands Junior School and the school's policies apply. This includes but is not limited to:

- Behaviour Policy
- Charging Policy
- Safeguarding Policy
- Complaints Policy
- Equalities Scheme
- Health and Safety