

Zac's Club Limited Before & After School Club Riccall

Terms & Conditions and Further Information for Parents/Guardians

Location

Riccall Primary School,
Coppergate
Riccall
York
North Yorkshire.
YO19 6PF

Tel: 07796 265978 (temporary number)

Email: zacclub@hotmail.com

Ofsted Registered: tbc

Opening Times Before & After School Club

3.15pm – 6.15pm Tuesday - Thursday during term time with effect from Autumn term 2017.

Philosophy

'Inspiration for Creative Minds' describes what we are about, and how we want to care for our children. Sessions are friendly and have structure to provide the creative environment that allows them to flourish, but also allows freedom of choice in play, and catering for children's individual interests and needs. We promote respect for each other, and building relationships with both peer groups and children of different ages and abilities to generate an atmosphere that is very much a home from home. Choosing the right childcare is an important decision, and providing the best quality care, that is so much more than just somewhere to leave the kids, is of paramount importance to us. The experienced and dedicated staff are proud to be part of Zac's Club, and provide a professional and caring service to children and their parents and carers.

Aims

To create a friendly and welcoming environment where children are recognised and valued as individuals, that is complimentary to the school day, but not merely an extension of it. To provide professional childcare of the highest quality. To give parents total peace of mind in leaving their most treasured possessions with us, and the knowledge that they are having just as enriching an experience as they would have at home. To support the needs of parents and children, giving both the opportunity to extend their social networks. To be an integral part of village life.

The Before & After School Club Team

Director

Ruth Newton lived in Escrick as a child, and now lives in Riccall. She cares passionately about the needs of working parents and their children as a working mum of three herself. Her two girls were proud founder Young Discoverers, having been members of the Before and After School Club in Escrick, and son Zac attends the Nursery. Ruth has seen the need for a service that offers so much more than simply somewhere to leave the children, ensuring that they benefit from all the special moments that children enjoy whilst in their home environment. She also feels it is important for everyone to learn something new every day, and build fulfilling relationships with those we spend time with through work or play.

Ruth enjoyed a very successful career in banking prior to starting Young Discoverers, for the most time working in the commercial sector as a Branch Manager, and a Relationship Manager for a wide range of businesses, including a nursery or two, and has a wealth of business and management experience, enabling her to take responsibility for all commercial and financial aspects of the business. Whilst she did not have considerable workplace childcare experience when starting the business, she had practical parental experience and as well as the business administration side of Young Discoverers she works in the setting on

a part time basis. She is qualified in Paediatric First Aid, Food Safety, and Health and Safety. She is also qualified at NVQ level 4 in Childcare, Learning and Development, and holds a BA(hons) degree in English & Drama. Ruth has now established Zac's Club Limited to start Riccall School's Before & After School Club with very much the same philosophy as she commenced Young Discoverers.

Manager

To be appointed

Playworkers

To be appointed

After School Sessions**A day in the life of Angus aged 7**

I was really looking forward to going to Zac's Club this afternoon because it was sunny, and I knew that we would get to play outside a lot. As soon as the bell went, and we all went through, we went outside to play football on the grass. Some of the girls didn't want to play, but we took the kites out, and they had a go with them. I do like playing outside best, but even when its raining we have lots to do after school. We can play the numbers game in the hall, and we have to run to different corners of the room, or playing on the X Box with friends is good too. After a bit, we came in for some snack. I had some slices of apple and a cheese cracker, but I could have had some pineapple, and there were carrot sticks with houmous too. After snacks I had a bit of time to do my homework before mum came to pick me up. I was a bit stuck, so it was good to have someone to help me.

Fees/Charges

After School Session £10.00

Price includes a healthy snack of fruit, vegetables, cracker with cheese and dips, all freshly prepared.

A registration fee of £25.00 is payable for you to register your children with Zac's Club. The registration fee includes one free taster session for the After School Club, and is charged per family rather than per child.

Our bank details for the payment of fees is as follows:

Account name: Zac's Club Limited

Sort code: tbc

Account number: tbc

Please use your child's name as reference when making any payment to our bank account.

Fees are payable one month in advance on the 1st monthly for all regular sessions. Any additional ad hoc sessions to the regular ones will be invoiced the following month. We are able to accept payment by cheque, childcare vouchers, or electronic bank payment through internet or telephone banking. Payment is due within 7 days of the invoice issue date. There will be a late payment fee of £25.00 per invoice, and interest will be incurred daily until the bill is settled at an annual rate of 8% above the HSBC bank base rate. There is also a fee for late collection of children. This will be at a rate of £25.00 for every 15 minutes, per child, you are late in collecting them.

Notice Periods

Parents must give at least one calendar month's advance written notice of their intention to remove their child, cancel their place, or increase or reduce their regular weekly sessions, or pay one month's fees in lieu of notice. We will confirm any such change with you, (subject to availability, where additional sessions are required). Notice periods apply to all children including those who have yet to start their sessions at Zac's Club, but have reserved their place.

Ad hoc sessions booked require at least one full week's prior notice of cancellation, or payment for the session.

Absences and Sickness

It is important that we are informed that your child will not be attending the session as soon as possible. Any child suffering from a doubtful rash, sore throat, discharge from their eyes or nose, diarrhoea, vomiting or any other suspected illness, must be kept at home for the required incubation/exclusion period. Please see our policies and procedures for specific details of exclusion periods. Please could you ensure you notify us of any absence to the After School Club phone number (tbc) prior to the session starting or as soon as possible. If you have taken your child home from school due to illness during the day, please ensure that you inform us directly if this means that your child will not be attending their usual booked session as it is not possible for school staff to pass this information on.

Medical Matters

If your child requires any medicine to be administered whilst they are in our care, it will be necessary to complete one of our consent forms, with specific instruction on administering the medication, either prescribed or non prescribed, and handed to a member of staff.

A first aid box is situated at the Club for minor injuries, and we have a First Aider with a certificate in Paediatric First Aid on duty at each session. It is our policy however that all staff are qualified in the 12 hour Paediatric First Aid Certificate, and keep this up to date. All accidents are registered on an accident form, which parents will also need to read and sign any entry made for their child.

In the case of a serious accident or illness occurring during the session, which requires medical attention, we will call for an ambulance, and your child will be accompanied by a member of staff known to them. The person in charge will then inform the parent of the situation. It is vital that parents sign the relevant consent form as part of the registration process in this regard, along with the emergency contact details.

Events and Additional Services for Children

We are keen to extend our children's experiences, and will invite external professionals to share their expertise in areas such as dance/movement, music and many more. We have had Dogs Trust and the Pets at Home team to visit our After School Clubs to allow the children to see some animals, as well as a cup cake chef, origami whiz, and metal detecting enthusiast. If you have any suggestions or particular skills that you can share with us in the setting, we would be delighted to hear from you.

Childcare Vouchers, Tax Free Childcare and Child Tax Credits

Childcare vouchers are available from a range of suppliers such as Edenred, Busy Bees, Kids Unlimited etc. Your employer may already be registered with their preferred supplier, so please ask them for details. Young Discoverers is able to accept vouchers from any approved scheme.

There is a potential tax saving each year per parent if using childcare vouchers, rather than per child, so this saving could be doubled if both parents work. The vouchers are provided in either paper or electronic form, and deducted from your gross pay. Vouchers are then sent to the childcare provider either electronically or by presenting a paper voucher, and Zac's Club redeems them with the voucher provider. Government proposals are that the Childcare Vouchers Scheme, will be replaced by Tax Free Childcare shortly, so if you wish to take advantage of this tax break then please do not delay in registering, as those already registered will be able to retain the scheme for longer.

Zac's Club will also register to take payment under the new Tax Free Childcare Scheme.

Child Tax Credits are the childcare element of Working Tax Credit, and are available for working parents using eligible childcare providers such as Zac's Club. Universal Credit may also allow you to claim for

some of your childcare costs. Eligibility for receiving child tax credits is dependent on your personal circumstances.

Child tax credits can be claimed in conjunction with, or instead of using Childcare Vouchers, and further advice and support on the best option according to your individual circumstances can be obtained by following the link to the government's new childcare choices website to assist you in working out your best option for paying for childcare www.childcarechoices.gov.uk/taxfree/childcare

General Matters

- During the summer months, please provide your child with a sun hat and sun cream (please refer to our policy on sun cream). We do have spare sun hats and sun cream available for emergencies.
- No refund can be given unfortunately if your child is absent through illness or any other reason without the notice period we require having been given.
- The service is available to children aged from 4 years, and in reception class up to 11 years and in year 6.
- Parents may park in the school car park to pick up their children from the Club, subject to this being after 4.30pm. If you are picking up your child prior to this time, then you will need to park elsewhere, and pick up your child on foot.
- In addition to our usual fees, we reserve the right to charge appropriate administrative charges to cover any additional costs that may be incurred by us, such as for example, for an unpaid cheque presented, or changes to invoices etc.
- Parents will need to ensure that the school is informed of their child's attendance at Zac's Club, rather than their usual pick up arrangements. Children attending either morning or afternoon sessions should find their own way to the school hall bringing all their belongings with them. For Reception/Year 1 children, a member of staff will collect children attending the afternoon session from their classroom.
- We reserve the right to suspend or terminate the provision of childcare, and attendance at Zac's Club in the event that fees have not been paid, or the behaviour of you or your child is deemed by us to be unacceptable, or endangers the safety and wellbeing of the other children in the setting. We will endeavour however, to work with you to resolve any problems of this nature, and see this measure entirely as a last resort.
- We do operate a complaints policy should you have any concerns regarding the services we provide. These can be advised to a member of staff, and escalated to the Manager as necessary.
- If the facility is obliged to close through circumstances beyond our control, then we are under no obligation to provide alternative childcare, or refund the cost of the session. A refund or partial refund may be given where our insurance policy covers us to make a successful claim under their loss of revenue clause, where the setting has been forced to close, and parents make alternative arrangements for care. We will always keep you fully informed of such instances, and resolve as quickly as possible.
- In the event that your child leaves Zac's Club without you having settled your final invoice, we reserve the right to refer the debt to a professional debt collection agency. It is your responsibility to pay any charges of the debt collection agency in recovering outstanding funds on our behalf, once referral has been made to them. We will give 7 days advance notice prior to any referral being made.
- A full copy of our policies and procedures is available for you to take home to look at if you wish, or is available at the Before & After School Club for examination at any time.

Terms and Conditions Updated April 2017

Zac's Club Limited

Parent/Guardian Confirmation

The Terms and Conditions and Further Information for Parents/Carers and the registration forms I have completed and signed, along with the letter confirming my child's place at Zac's Club After School Club forms the contract between myself and Young Discoverers Limited, by which both parties abide.

I have read and understood the terms and conditions, and confirm they are acceptable. Any change in terms and conditions will be advised to me in writing or via email. I also agree to abide by the Zac's Club After School Club Policies and Procedures, which are available at the After School Club to view at any time, and acknowledge their content.

Name of Child.....

Name of Parent/Guardian.....

Signature of Parent/Guardian.....

Young Discoverers Staff Member.....

Signed on Behalf of Zac's Club Limited.....

Date.....