



Falconhurst School

After School Care Club

For children aged 4 - 11 years

- SESSION TIMES:** 3.10pm - 6pm (Full Session)
3.10pm - 5pm or 4.15 - 6pm (Part Session)
3.10pm - 4pm (Mini Session)
- COST:** **£8.00** per child flat rate
(fees to be reviewed in September 2019, and annually thereafter)
- SNACK:** Healthy snack and drink will be offered to all children unless specific request is made by the family not to (E.G. religious observance or food allergy).
- BOOKINGS:** Places can be booked:
- on a regular basis, full, part-time or mini session. Once your place has been confirmed, these days are **guaranteed and chargeable until you request a change at least one week in advance. These sessions are payable in advance** either at the start of each week or the start of a half term (whichever parents prefer)
- Or**
- for an occasional session - payable on a daily basis in advance. This is subject to places being available and the child/ren being registered with us.
- Places will be assigned on a first come first basis; however an emergency home situation place will always be allocated first and at the Head Teacher's discretion.
- FEE PAYMENT:** Sessions are **payable in advance** either at the start of each week or half term if families prefer.
- Families can pay with Childcare vouchers using the school OFSTED registration number of 110355
- Absence due to sickness will not be charged; however absence due to holiday or failure to attend will still be payable if pre-booked and not cancelled in advance. **Please be aware you are paying for your child's allocated place at the club.**
- All arrears will be politely requested after 1 week of late payment. Should fees remain outstanding after a reminder then a final request will be issued

stating that non payment within 7 calendar days will result in their child's place at Night Owls being terminated.

**ENQUIRIES
& BOOKINGS:**

Contact the office on **01908 679354** or email us directly to Office@falconhurstschool.co.uk

TERMS & CONDITIONS

1. **ADMISSIONS POLICY:** Falconhurst Night Owls Activity Club is open to all children attending Falconhurst School, aged 4 - 11 years old.
2. When arriving at the Club children must be marked into the daily Club register.
3. Unless it is requested, or optional as part of an activity, children should not bring toys, games, or valuable items onto the site. We will not accept responsibility for any such items.
4. **BOOKINGS:** Bookings should be made on a regular basis. Once your days are confirmed, these sessions are guaranteed until you give at least one week's notice in writing that you wish to cancel or amend your regular sessions. If you fail to comply with these requirements then fees will still be payable. Accounts are settled in advance on a weekly or half termly basis. Subject to availability, short-term bookings will be accepted, payable on booking, giving as much notice as possible.
If payment is not received within a week of receiving an invoice for outstanding fees, then your child's membership with Falconhurst Night Owls Activity Club may be revoked.
5. Cheques should be payable to 'Falconhurst School'
6. Please note that children **must** be collected by 6.00 pm at the latest. Late pickups will incur penalty charges of £5 for the first 10 minutes late and £1.00 per minute thereafter
7. **CANCELLATION:** There are no refunds / credits given due to absences unless it is the result of a closure day or planned school residential trip. Parents providing at least 5 school days notice of holiday absence will receive a refund for these days.
8. **UNACCEPTABLE BEHAVIOUR:** E.g. inappropriate language or any other situation causing distress or disruption will not be tolerated. The staff reserve the right to exclude any person (child or adult) from the club should such incidents persist.
9. **MEDICATION:** We are unable to administer medication to a child unless it is an epi-pen or inhaler. If a child is on a course of prescribed antibiotics, then the parent must either complete the relevant permission form obtainable from the School Office or our website, or come to club and administer them.
10. Respect for, and proper use of all property, equipment and premises is expected from the users of the club.
11. All information given to staff will remain confidential.
12. It is the responsibility of the parents to inform Night Owl Club staff of any changes to contact numbers.
13. We are fully committed to caring for children with equal concern and with regard to their Religious Persuasion, Racial Origin and Cultural Background as well as Gender or Special Needs.
14. Falconhurst School reserve the right to withdraw a child's place in the event of persistent or multiple breaches of the school's COVID-19 protocols and expectations.

ALL ABOUT THE SCHOOL NIGHT OWL ACTIVITY CLUB

OUR AIM is to provide a safe, supervised and stimulating play environment for the children. Children have a chance to relax and enjoy themselves with a free choice of activities.

CHILD:STAFFING RATIO

These are set in accordance with the latest OFSTED guidance (September 2014) which stipulates a ratio of 1:30; however our provision is based on 1:13. The maximum number of children attending club, unless in an emergency, will be determined by the staff employed to work (current capacity is 26).

SNACK

We will provide a snack which is both healthy and enjoyable for the children at 4.20pm once all of the registered children have arrived from clubs and 'mini session' children have left for the evening. The snack will vary throughout the week according to a menu plan which will be drawn up by the staff team at Night Owls. Although there may be occasions where a warm, microwaveable snack is provided this cannot be considered as a 'hot evening meal'.

Nutella and other such ingredients will never be offered to children due to the risk of nut allergy.

There will be no reduction of fees should your child not have snack or s/he arrives after snack is served.

ACCESS

Parents are asked to collect their child/ren from the side entrance of school (Dining Room) and knock the door. Should any unknown or unexpected adult arrive to collect a child, they will be asked to wait outside until we have verified that they are to take the requested child home. We will establish a password system for such an event.

ESCORT SERVICE

Children will be met in the Dining Room at the end of the school day. Children in Reception and KS1 will be escorted to the room by an adult.

REGISTRATION

Every child attending Falconhurst Night Owls Activity Club must be registered with us. You must complete a registration form before we accept responsibility for your child.



Falconhurst School

Night Owl After School

Registration form



Child's Name:.....

Date of Birth:..... Class Year group.....

Home Address:.....

Name of Parent / Guardian:

Daytime Contact Tel No:..... Evening Contact No:.....

Mobile No:..... Second Mobile No:.....

Emergency Contact: Name: Tel No:.....

Password for collection by unknown adult:.....

Doctors Name and Tel

No:.....

*Details of any Special Needs:

*Details of any Cultural &/or Religious needs:.....

*Medical conditions, Allergies and Medication:

*Dietary Needs:.....

* please use separate sheet if required

I confirm that I have read a copy of the Terms and Conditions of Night Owls Activity Club and agree to abide by them. I have also received a copy of the school's actions and expectations for COVID19 and understand the implications for us as a family.

Signature of Parent/Guardian:.....

Name Printed: Date: