



Kelsall Primary & Nursery School
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Vice Principal: Mrs Sarah White
'A Love for Learning'*

Kelsall Club

Terms and Conditions

These terms and conditions relate to the running of Kelsall Primary & Nursery School Kelsall Club and form part of the agreed contract between the parent/carer and the school.

Nothing within these terms and conditions affects the parent/ carer's statutory rights.

Bookings

Bookings can be made using our online system [iPAL: Booking, payment and management system - Login \(ipalbookings.com\)](http://ipal.com). Sessions must be booked by 12.00pm the day before the session is due to take place. It will not be possible to book a session online after this time.

Changes to booked sessions/ cancellations

Cancellations can be made up to 7 days before a booked session. A full refund will be given for sessions cancelled within this timeframe. Non-attendance at any sessions which were not cancelled within the given timeframe will be charged at the full rate.

Payment of fees

Fees are payable at the time of booking. We accept Childcare Vouchers, Tax Free Childcare payments and card payments.

The fees for 2023-2024 are:

- **Before School Club - £5.50**
- **After School Club Session 1 (until 4.45pm) £7**
- **After School Club Session 2 (until 6.00pm) £13**

When you have signed and returned the documentation you enter into a contract with the school. In the event of missed days due to sickness, holidays or any other reason, fees will not be refunded.

If a debt is outstanding after one month from the date of issue of invoice, your account will be referred to the Principal. We reserve the right to withdraw your child's place at this point.

After a further 30 days your account may be referred to our collection agency in order to retrieve the outstanding fees plus expenses incurred.

We are sensitive to parent/carer's circumstances, therefore please contact the School Business Manager or Principal if you are experiencing financial difficulties.

Increases in Fees

Kelsall Primary & Nursery School reserves the right to review fees annually.

Opening times

Before-school Club operates during term-time from 7.30am to the start of school day.

After-school Club operates 3.15pm – 6.00pm Monday to Thursday and 3.15pm – 4.45pm on Friday.

Planned closures will be notified in advance.

Unplanned closure due to circumstances beyond our control cannot be refunded e.g. due to adverse weather. However, please be assured that Kelsall Club will only close in the event of exceptional or extreme circumstances or when there is a serious concern for the wellbeing of children and staff.

Illness

The school office should be informed before 2pm if your child is not attending the afternoon session of Kelsall Club for whatever reason.

We reserve the right to administer basic first aid and treatment where necessary. Parents will be informed of any accidents. The club will only administer medication in line with the school's Administration of Medicines policy.

Please do not send your child to Club if they are unwell. If your child is unwell please keep them at home until your doctor confirms any risks of infection have gone.

In the case of sickness and diarrhoea this would be a period of 48 hours after the last episode.

Your child may be requested to be withdrawn if they are suffering from any contagious illness and there remains a danger that other children may contract the illness.

Please advise us of any infectious ailment. If necessary, all parents will be informed via the notice board or letter.

Parents are requested to inform the Club in writing of any changes to their contact information. It is vital that we have correct and up to date contact details. It is the responsibility of the parent/ carer to ensure that they keep us informed of all changes immediately and in writing.

Parents/ carers are also asked to inform Kelsall Club of any childhood ailment, illness or disability.

Allergies, asthma, medical conditions

Parents/ carers must inform Kelsall Club immediately if their child has or develops, an allergy, asthma or any other medical condition in writing.

Parents/ carers must provide Kelsall Club with the full information regarding the condition and treatment in writing.

As the number of children with nut allergies is on the increase we ask parents to support us in the aim to keep Kelsall Club a nut free environment. Parents are asked not to send food or empty food packaging that may have contained nuts. We also request parents not to use creams, sun creams or oils etc. on their child that may contain nut oil as this may have severe consequences for another child or a member of staff.

Holidays

Holidays taken during your contractual sessions will be charged at the full rate.

Data Protection/ Photographs

Information provided for use by Club will be shared with Kelsall Club staff and school and will be subject to data protection in line with the school's privacy notice for pupils. We regularly take photographs to record children's experiences and these are shared with their parents. These photographs may be used for promotional purposes or uploaded to the school website including the academy's Twitter feed. If you do not wish your child to be included in these photographs, please indicate this on the registration form at the time of application.

Child Collection

All children must be collected by an adult over the age of 16 years. We will only allow your child to leave with an appointed person. If someone other than the appointed person is collecting your child, please telephone in advance. We may require evidence of the person's identity on arrival or a password.

Kelsall Club finishes at 6pm. It is important that your child is collected on time. Please contact the Club via the school office before 3:15pm or by telephoning Club directly thereafter if you know you are going to be late.

If you are late collecting your child, we reserve the right to charge an extra fee. If you are more than 10 minutes late for picking up from After School Club Session 1 you will be automatically charged for the full cost of session 2. If you are more than 10 minutes late for picking up from After School Club Session 2 you will automatically be charged an additional £7. This is necessary to pay staff to stay on to look after your child/children.

Behaviour and Conduct

Kelsall Club staff will at all times maintain a courteous and professional attitude towards children, parents and carers and other staff.

We will not tolerate staff being spoken to in an abusive or threatening manner by parents, carers or children. Such behaviour may result in the termination of a place.

We will support parents/ carers in managing children's disruptive or inappropriate behaviour. However, if your child's behaviour is deemed by the Principal to be unacceptable or endangers the safety and wellbeing of other children we may require your child to be withdrawn for a period of time. During this period we will address any problems with parents/ carers.

Please also see the school's Behaviour Management Policy for more details.

Safeguarding Children

Please see the school's Safeguarding and Child Protection policy on the school website for further details.

Liability

We accept no responsibility for children whilst they are in their parents' care on school premises i.e. prior to arrival or after collection.

- We will endeavour to keep parents' and/ or children's property in good order.
- Liability for damage of such property is excluded except when caused by our negligence.
- Kelsall Club does not accept responsibility for accidental injury or loss of property.
- We maintain those insurances required by law.

Property and belongings

Please refrain from bringing in personal property to avoid risk of loss or damage.

Termination

We may immediately end our contract with you if you fail to adhere to agreements made by you to clear outstanding fees; if the parent/carer has behaved unacceptably; or if a child's behaviour at Club is deemed by the Principal to be unacceptable or endangers the safety and wellbeing of the other children.

Updated July 2023