



WAGTAILS TERMS AND CONDITIONS

The Wagtail Club has been set up to provide a caring, happy, fun and stimulating place for the pupils of Baydon St Nicholas Church of England VA School and surrounding schools to share in.

REGISTRATION

A registration form must be completed for each child. Children attending the club must be between four and fourteen years of age.

BOOKING

Children will be taken on a first come basis upto a maximum of 16 children and bookings must be in advance using the booking form. (Booking forms can be obtained from Wagtails staff). Priority will be given to regular users. Short notice/late bookings may be taken where places at sessions are vacant, at the discretion of the play leaders.

All sessions **booked** will be charged at the appropriate rate.

CANCELLATIONS

If your child has been booked in for a session at Breakfast or Afterschool Club and is unable to attend please contact a member of Wagtails Staff as soon as possible to tell them that they will not be attending. (24 hours notice is required excluding cases of sickness). Failure to do so will incur you being charged for the missed session. This enables the session to be offered to another child. Our Safeguarding policy ensures that every child must remain safe on the school site.

FEES

Fees are paid in arrears on a monthly basis. Invoices will be issued at the beginning of each month and are to be paid within 7 days of the date of issue. Fees for casual mornings and evenings attendance by non- regular children are to be paid in advance when booking places.

Breakfast Club fees: **£4.00 per session Monday – Friday 7.45am to 8.45am.**

After School Club fees: **£9.00 per session Monday – Thursday. 3.15pm – 6.00pm**
Friday £7.00 per session 3.15pm - 5.00pm

Children attending part of the session will be charged as follows:

3.15pm – 4.15pm - £4.00

4.15pm – 6.00pm - £7.00



Payment can be made by cheque (payable to 'Wagtails') cash, vouchers or direct debit to the bank.

Bank details:

Sort code: 30 92 63
Account number: 03301622
Account name: wagtails
Your name as reference

Reminders will be sent out for any outstanding payment

Tax Credits

If you wish to reclaim your child care fees under this scheme you should follow this procedure:

- Telephone Child Tax Credit Department (Tel No: 0845 3003900) and quote Ofsted Ofsted No. 126394
- Quote the school's full address (see overleaf)
- Advise how much you are paying per week for your child/ren.

If eligible, they will credit you directly.

CLUB ACTIVITIES

Using a monthly plan the children will be given the opportunity to participate in a wide range of supervised activities. These might include art, craft, table top games, Lego, chess, computer work and outdoor activities using the school's extensive facilities.

FOOD PROVISION

Breakfast will be provided until 8.20am. e.g. toast, cereal, juice, milk etc. Healthy drinks/snacks are provided at the beginning of afternoon sessions. The children will be offered a variety of healthy teas for example toast with a topping of their choice, or sandwiches, or a jacket potato followed by fruit and a biscuit with a drink.

PREMISES

Wagtails Club will be held within the school premises. During the summer months we will use the paddock and playground as well.

During Club hours the outer doors are closed for safeguarding reasons and parents will have to knock at the school hall doors to summon a member of staff.

Both Fire and Health and Safety policies and procedures relating to our premises are in place and a club fire drill is held regularly.



POLICIES

All policies are in line with those of the school. These policies are adhered to at all times. Copies of all policy statements are available in school and any comments/suggestions welcomed. Policies are reviewed and updated on a regular basis.

In addition to these policies we follow the Wiltshire's Multi-Agency Child Protection Procedures and Guidance. A copy of this document is held at the club for you to read should you so wish. **Wagtail** is registered with Ofsted as a provider of child care and as such the first concern will always be the welfare of the children in its care.

ARRIVALS AND DEPARTURES

If a child will not be attending a pre-booked session, please notify the Club on:

07729383237 Wagtails mobile. (Not the school office)

Parents collecting children before the end of a session must ensure that they have **signed their child out**. An accurate record of all those children present must be maintained for use in any emergency. All children must be collected by a responsible adult.

If you think you are going to be late collecting your child, please telephone the club as soon as possible. We can then explain the circumstances to your child. If there is no phone call, and no one has arrived after 5 minutes, staff will endeavour to contact you or the emergency contact listed on the registration form. A charge will be made to cover staff time of £5.00 for every 15 minutes.

If the staff are unable to contact the child's parent/carer after half an hour a call will be made to MASH – Multi-Agency Safeguarding Hub for the safety of your child.

HEALTH AND HYGIENE

Please inform the club if your child is suffering from any childhood infections such as measles, mumps, chicken pox or rubella so that other parents can be notified of any outbreak.

The club is not permitted to receive any child who has been vomiting or had diarrhoea until at least 48 hours has elapsed since the last attack.



Playleaders are qualified first aiders and can administer prescribed medication, e.g. inhalers with written consent from parents. Please ask for and complete an administration or medicine form.

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BEHAVIOUR

Wagtails operates within a positive behaviour scheme encouraging co-operation and understanding. Our ethos is to treat each other as you would like to be treated yourself. The Playleader will inform parents of any incidents or concerns that may arise in this area.

DISCLAIMER

Wagtails will make every effort to provide regular, safe care for your children in a happy and welcoming environment. The Governors of Baydon St Nicholas C of E VA School reserves the right to exclude any child from the club.

These terms and conditions may change, the most recent always superseding all previous issues.

CONTACT

If you have any questions or concerns please speak to the supervisor in the first instance who is always available during club hours. Otherwise please address all correspondence to the Wagtails Committee at the address below:

Baydon St Nicholas CofE VA School
Ermin Street
Baydon
MARLBOROUGH
Wilts SN8 2JJ