Kintbury St Mary's Den Terms and Conditions

The following document should be read at the time of booking to confirm you understand and agree to The Den's terms and conditions.

- I consent to my child attending The Den.
- I understand that The Den operates under Kintbury St Mary's CE Primary School policies and procedures including those for behaviour and there are expectations and obligations, relating to the conduct of myself and my child which I agree to abide by. I understand that failure to comply will mean my child will no longer be able to attend the club.
- I understand that The Den is part of the main school, and any incidents of unacceptable/ inappropriate/ unsafe behaviour are followed up with school sanctions as outlined in the school behaviour policy.
- When my child is delivered to/ collected by The Den's staff they will be in the care of the staff until collected by a named and authorised responsible adult (aged over 16 years of age).
- I agree to notify The Den if my child will be absent/ not attending The Den for any reason by email or phone.
- I understand and agree to the booking, cancellation and payment procedure listed below. Failure to comply with these procedures will result in the loss of my child's place at The Den.
- I understand a registration form should be completed and submitted before my child can be accepted into the club.
- I agree to notify The Den's staff of any changes to those details provided on the original registration form.
- I accept that The Den cannot be held responsible for any loss/ damage to property belonging to my child. Personal items such as toys or electronic devices are not to be brought to The Den.
- I agree to pay for any damage made to The Den equipment or Kintbury St Mary's CE Primary School property for which my child is responsible.
- I understand that a member of The Den staff will contact me should there be any incidents/ accidents involving my child or should medical treatment need to be given.
- I understand that, although the information I have provided is confidential, The Den has a duty of care for the welfare of my child under the school safeguarding policy and will share concerns with the Head Teacher, Assistant Head Teacher, Designated Safeguarding person, SENCO, or outside agencies if necessary.
- I understand that my child must be collected from The Den by 6pm. Failure to do so will result in a £15 late fee being levied for after- hours staffing. Parents are also obliged to contact The Den on 01488 658336 if they are going to be unavoidably late to collect their child.
- If a child remains on site after 6:30pm without parental contact advising of late collection, The Den staff will be legally required to contact Social Services and the Headteacher or Assistant Head Teacher.
- I understand that should I need to raise a complaint or notify The Den about an issue I should contact The Den Manager (Lisa Huntley) in the first instance. If the issue pertains to the Manager, I should contact the Head Teacher.

Booking Fees and Payment

Session	Time	Cost per Child	Meals included
Breakfast Club	7.45am-8.40am	£6	Toast/ cereal
After-school Club short session	3.10pm -4.15pm	£6	Light snack
After-school Club full session	3.10pm to 6pm	£14	Light snack
Late collection charge	After 6pm	£15	

How to book

- Complete a registration form (available from the school office or The Den) and return by email to TheDen@kintbury.w-berks.sch.uk
- Book the required sessions via ParentPay, if using childcare vouchers, you will not need to pay at this time.
- We have a maximum of 30 spaces per session and operate on a first come, first served basis.
- A waiting list will be operated should demand exceed spaces.

Cancellation policy

- If for some reason bookings need to cancelled please contact TheDen@kintbury.w-berks.sch.uk 24 notice is required or full payment for the cancelled session will be require.

Payment terms

- Failure to pay will result in a verbal/ written reminder of the outstanding amount.
- If payment is not received immediately after this reminder, all sessions will be suspended, and the matter referred to the Head Teacher.
- Session prices will be reviewed annually

The Kintbury St Mary's Den

Home/ club agreement

The club will:

- Follow Kintbury St Mary's CE Primary School policies and procedures.
- Keep children safe in a happy and secure environment.
- Provide activities which are broad, balanced and to which all children have access.
- Keep parents informed of any new initiatives or alteration to club terms and conditions.
- Celebrate children's successes with parents.
- Tell parents of any behaviour which is causing concern.
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Parents/ carers will:

- Inform the club of any problems or concerns which may affect their child.
- Be available or ensure they have a responsible adult available to collect their child if they are unwell.
- Collect children on time.
- Inform the club of changes to contact details/ phone numbers.
- Take part in correcting unacceptable behaviour in the club.

Children will:

- Follow our school rules: Kind, Safe, Manners.
- Try to treat everyone as a friend.
- Show politeness and helpfulness to others.
- Take care of club and school toys, games, and other equipment.