



Cardinal Newman Catholic Primary School

Arch Road, Hersham, Surrey KT12 4QT

Telephone: (01932) 222536

www.cardinalnewmanschool.co.uk

Headteacher: Mrs C Burnham



WHIZZ KIDS

TERMS & CONDITIONS

OPENING HOURS

The Club is open from 7.50 am to 8.40 am term-time only (excluding INSET Days and bank holidays).

APPLYING FOR A PLACE

You can apply for a place using the Application Form available on the school website which must be returned to the school office. If a place is available, you will be advised that you have been allocated a place at the Club in writing. You will be asked to complete a registration form and sign to confirm that you have read and understood the Club's Terms and Conditions, Policies and procedures. If the Club is full, your child's name will be automatically added to the waiting list.

WAITING LIST

The waiting list will operate following the priority order detailed in the Whizz Kids Admissions Policy. A copy of this policy can be found on the school's website www.cardinalnewmanschool.co.uk

AD HOC SESSIONS

Subject to availability, we may be able to offer ad hoc sessions, but these will need to be booked in advance by at least the day before the place is needed.

PAYMENT

Invoices will be issued at the beginning of each month. Payment is to be made **monthly in advance** either by online payment, cheque, cash, or childcare vouchers. The charge is for the whole session, regardless of what time the child is dropped off. Payment for Ad Hoc sessions will be invoiced monthly. Fees charged for attending the Club are reviewed annually by Governors during the Summer Term.

NOTICE

If you no longer require your child's place, you are required to give four calendar weeks' notice to the Club Supervisor.

ARRIVAL

When you arrive to drop off your child you can contact the Club staff via the intercom from outside the main school entrance. A member of staff will meet you to the main school office area, sign your child in and take them to the Club. At the end of the session, Reception and Year 1 children will be taken to their classrooms by a member of staff. All other children will make their own way through the school to their classroom.

STAFF

All staff have valid enhanced Disclosure & Barring Service checks and have received training in Child Safeguarding, First Aid, Food Hygiene and Fire Procedures. At least one member of staff has received Paediatric First Aid Training.

ACTIVITIES

There is a planned programme of activities available each day to ensure that children are offered a variety of stimulating and interesting choices.

REFRESHMENTS

Breakfast is provided and includes toast, jam, honey, cereal, milk, and juice. This is included in the price of the session.

SICKNESS

Should your child become unwell whilst at the Club we will contact you and ask that he/she is collected as soon as possible. We reserve the right to take your child to hospital in an emergency.

SCHOOL AND XAVIER CET POLICIES

The relevant policies agreed by the school and the Xavier Catholic Education Trust also apply to the operation of the Breakfast Club. These policies, including the Child Protection Policy and the Behaviour and Anti-Bullying Policy, can be found on the school website www.cardinalnewmanschool.co.uk and the Xavier CET website <https://xaviercet.org.uk/>