



Cardinal Newman Catholic Primary School

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Headteacher: Ms G Keany.

WIZZ KIDS AFTER SCHOOL CLUB

TERMS & CONDITIONS

OPENING HOURS

The Club is open from 3.20 to 6.00 pm term-time only (excluding INSET Days and bank holidays).
The Club will run immediately following early school closure on the last day of each term, for which there will be an additional charge.

REGISTRATION

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 policies and procedures.

PAYMENT

Payment is to be made monthly in advance by either online payment, cheque, cash, or childcare vouchers. The charge is for the whole after-school session, regardless of what time the child is collected. Payment for ad hoc sessions must be made on the day of attendance when collecting the child. Receipts will be issued in all cases. Fees for the Club are reviewed annually by Governors during the Summer Term.

NOTICE

If you no longer require your child's place, please advise the Club Supervisor giving four calendar weeks' notice.

ARRIVAL

Reception and Year 1 children will be collected from their class teacher and escorted to the Club by a member of staff. All other children will make their own way to the Club from their classrooms.

DEPARTURE

When you arrive to collect your child you can contact the Club staff via the intercom from outside the main school entrance. Children will be brought by a member of staff to the main school office area to be signed out. If you are going to be late collecting your child please ensure that you alert us as soon as possible. There may be a charge for late collection after 6.00pm. If anyone other than the authorised person is collecting your child you must let staff know well before pick up.

STAFF

All staff have valid enhanced Disclosure & Barring Service checks and have received training in Child Safeguarding, First Aid 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. Weather permitting, there are opportunities for outside play in the playground, field, and on the KS1 and KS2 adventure playgrounds which are fully supervised at all times. There is a separate room for quiet activities for homework, reading and rest periods if needed.

REFRESHMENTS

Healthy snacks are provided at a set time during the afternoon and are included in the price of the session.

AD HOC SESSIONS

Subject to availability, we may be able to offer ad hoc sessions on a day-to-day basis.

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 POLICIES

The following school policies apply to the operation of the After School Club. Copies are available on the school website or paper copies from the main school office.

- Anti-bullying
- Behaviour
- Child Protection
- Disability Equality
- E-Safety
- Health & Safety
- Intimate Care
- Medical and First Aid
- Photographic Images of Children
- Speaking Out
- Use of Force & Restraint
- Whistleblowing