

# HIGHFIELD STARS CLUB

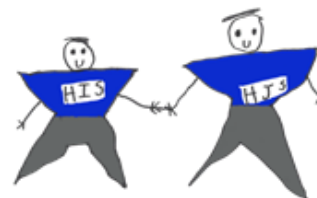
## BEFORE & AFTER SCHOOL CLUB

Highfield Infants' School, Highfield Drive, Bromley, BR2 0RX

Email: [stars@highfield-inf.bromley.sch.uk](mailto:stars@highfield-inf.bromley.sch.uk)

Telephone: 020 8464 7804

Mobile: 07921 535966 (during club hours)



### TERMS & CONDITIONS

|                                       |  |
|---------------------------------------|--|
| Child's Name<br>(Please print)        |  |
| Parent/Carer's Name<br>(Please print) |  |

1. I consent to my child attending Highfield Stars Club and understand that Highfield Infants' School manages this club in accordance with policies in place within the school, including; Child Protection, Behaviour Management, Inclusion, Equality and Complaints. These are available on the School's website.
2. I understand that Highfield Stars Club is a wrap-around care service and that Highfield Infants' School will be responsible for my child whilst in attendance. If my child attends a school based after school club or activity, the leader of that club will have responsibility for my child during his/her attendance until he/she is collected by a member of Highfield Stars Club staff.
3. The following forms must be completed and returned before my child will be allowed to attend Highfield Stars Club: Booking Form / Registration Form / Terms & Conditions. If the Club is full, my child's name will automatically be entered onto the waiting list and I will be contacted when availability arises.

### DAILY PROCEDURES

4. Children should be dropped off at the Highfield Infants' School hall and brought onto the premises by the parent/carer to ensure they arrive safely. The morning session starts at 7.45am and children must be signed in on arrival.
5. The infant children attending Highfield Stars Club in the morning will be escorted to their classroom in time for the start of school at 8.45am. The junior children will be escorted to the junior school office by 8.45am where they will be admitted to school.
6. After school the infant children will be collected from their classrooms by Highfield Stars Club staff. Junior school children will be collected from the junior school office by Highfield Stars Club staff and brought to the infant school.
7. On arrival children will be offered breakfast in the morning and a light meal in the afternoon. Children will be provided with a drink and food unless requested otherwise. Children will also have access to drinking water as and when required.
8. If your child attends a school based after school activity, staff can, with notification upon booking, arrange to escort and collect your child to and from the after school activity.
9. Parents collecting their children should arrive at the school and ensure their child is signed out on departure. No child can be collected by anyone under 16 years of age. All adults collecting must be known by the club staff or know the password.

## FINANCE & BOOKING

10. Invoices will be raised half-terminly in advance and payment terms are strictly 14 days. Childcare vouchers are accepted as a form of payment. Currently, the school accepts the following childcare vouchers:

|                                   |   |
|-----------------------------------|---|
| Allsave Limited                   | Edenred, a/c no. P21057711                    |
| Busy Bees                         | Fair Care                                     |
| Care-4, a/c no. 41932166          | Fidelity, a/c no. HIG114C                     |
| Computershare, a/c no. 0023271110 | Kiddi Vouchers, a/c/ no. 140082 (Ofsted ref.) |
| Co-operative                      | Sodexo, a/c no. 852030                        |

If your childcare voucher provider is not listed above, please contact the school office.

For your information we have also signed up to the Government's 'Childcare Choices' tax-free childcare scheme. Please visit: [www.childcare-support.tax.service.gov.uk](http://www.childcare-support.tax.service.gov.uk) for further details. Refunds cannot be made for non-attended sessions due to absence or illness.

11. I agree to give four weeks' notice if my child is going to leave or if I am making alterations to the number of days they attend.
12. After school sessions end promptly at 6.00pm. Late fees will apply at the rate of £12.50 (per child) for every 15 minutes after 6.00pm.
13. The school reserves the right to revoke membership on the grounds of anti-social behaviour or any repeated behaviour affecting the wellbeing of Highfield Stars Club in general.
14. If I do not collect my child by 6.30pm and staff have been unable to reach me or any other emergency contact, I understand the school reserves the right to contact social services.
15. I will supply any additional information which may be significant in caring for my child, eg; allergies, medical or behavioural conditions or specific care plans.
16. I give consent that, in the event that I am unable to be contacted, my child may undergo any emergency medical treatment as deemed necessary by medical personnel, if the delay in getting my signature is considered by the doctor to endanger my child's health & safety.
17. I have read the school's Behaviour Policy and understand that the staff working within Highfield Stars Club will adopt the main principles held within it. Children are expected to show good behaviour to staff and other children. I understand that if staff have any concerns regarding my child's behaviour they will notify me on the same day.
18. In line with school policy, Highfield Stars Club cannot accept responsibility for valuables.
19. Payments must be made in advance. Should payments not be made we reserve the right to ask you to withdraw your child from Highfield Stars Club.
20. Information held by Highfield Stars Club regarding my child will be treated as confidential. However, in certain circumstances, for example if there are child protection concerns, I understand that the Child Protection Lead has a legal duty to pass certain information onto external agencies including; Local Authority Designated Officer for Safeguarding and Social Care in line with the school's Child Protection Policy.

I confirm that I have read and understood the conditions above:

Signature of Parent/Carer ..... Date .....

We understand that there may be occasions when problems with travel result in you having to make alternative arrangements for your child to be collected. Please ensure that you have completed the 'Emergency Contacts & Collection Arrangements' section of our Registration Form.

*Highfield Infants' School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.*