



Early Bears / Straw Bears Club Terms and Conditions

1. The Breakfast and After School Club will be run by the AJS Academy Trust.
2. The Clubs are open Monday to Friday (term time only). Breakfast Club is based in the dining hall and is accessed by the Year 1 doors. After School club is based in Year 2 – Egypt Classroom and is accessed via KS1 double doors.
The Breakfast Club is open from 7.45 am to the start of the school day.
The After School Club is open from the end of the school day to 5.45 pm
3. The club will operate for children attending AJS only.
4. A booking form must be completed and returned to the school office for each child attending.
5. The Clubs will be limited to 40 children for Breakfast Club and 35 children for After School Club, on a first booked, first served basis.
6. The cost of the Clubs are as follows :
Breakfast Club - £4.50 including breakfast (toast) which is served up until 8.20am, children arriving after this time will be offered fruit.
After School Club – End of school day - 5.00 pm £7.50 including a cold snack and a drink
- End of school day - 5.45 pm £9.00 including a cold snack and a drink
7. Bookings and payments for both Clubs must be made through the School Gateway. Bookings for Breakfast Club will close at 6.45 am and for After School Club at 2.00 pm.
We do accept tax-free childcare payments under terms set out in point 31 of this document.
8. Parents are able to book regular or ad hoc sessions (subject to availability) on either a daily, weekly, monthly or half termly basis. (Both Booking and Registration Forms must be completed).
9. Parents are asked to inform the Clubs of emergency contact numbers, any food allergies or medical information.
10. Parents are asked to keep the Club's informed of any recent changes to contacts etc.
11. Parents will be given one month's notice of any changes in fees. Fees must be paid in advance at the time of booking. The school reserves the right to exclude a child if fees are not paid.
12. Staff will be responsible for the care and management of the children, treating them with respect at all times.
13. There will be at least two members of staff in attendance at any time.
14. All children are expected to behave well, show respect, to be polite, to look after equipment and resources, to be co-operative and courteous to staff and to each other.
15. Children who do not behave well or do not show respect for staff or each other may be excluded from the club.
16. The club has adopted its own Behaviour Management Policy.
17. Parents are required to hand over their children to the Breakfast Club staff or collect their child from the After School Club staff, in person.
Parents of any KS2 children making their own way should notify the club in advance.
18. If your child has a place booked and is unable to attend, parents must notify the school office by telephone or email. Club bookings may be cancelled or rescheduled up to 72 hours before the scheduled start time. Cancellations or changes made within 72 hours of the session will not be eligible for credits or refunds,

including requests to “swap” sessions from one day to another. In such cases, the session will be recorded as absent for safeguarding purposes.

19. Please note that children who are not collected from After School Club by 5.55 pm will have a £10.00 late pick-up charge added to their account.
20. Any child arriving at either Club without a booking will have a £10.00 charge added to their account, as well as the fee for the session.
21. Where children are repeatedly collected late or are not booked onto sessions, our procedure for uncollected children will be carried out in line with Club and School Policies.
22. The club welcomes staff and children from all backgrounds regardless of race, gender, religious beliefs and disability. We ensure that all children and staff are treated fairly and equally and comply with the Equality Act 2010 and the Special Educational Needs and Disability Code 2014.
23. The club is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.
24. The Club follows the same expectations around health and attendance as does the school.
25. The club will not be liable for lost property brought onto the premises by parent/carer or child.
26. The club is covered by the schools insurance
27. At the start of the school day the children will be taken from Breakfast Club to their classrooms in time for registration.
28. At the end of the school day the children will be directed by their teacher to After School Club.
29. The Club’s follows all policies of the school (other than Behaviour Management)
30. The direct line for Breakfast Club is 07879755164 and After School Club is 020 3982 1938, to be used during Club operating hours only. For queries regarding bookings and payments, please contact the school office on 01733 202403.
31. We do accept payments from Tax-Free Childcare accounts. The procedure for accepting these payments is as follows:
 - Parents must email us at office@aldermanjacobs.cambs.sch.uk and inform us that a payment has been made into our bank account. This email must include the child’s name, reference number for the payment, the amount and details of how much credit they would like to apply to each of their club accounts (ie Breakfast or After School Club).
 - Once the email has been received, payments confirmed as being received in the Soke Education Trust bank account by midnight on Sunday will be added as credit to the chosen club account by midday on Monday (or first working day of a term). We are unable to add credit to the club account at any other time of the week. Parent/carers must check their own club account balances; they will not receive notification that the credit has been applied. **Please note that it can take several working days for the payments to appear in our bank account.**
 - Once the credit has been added to the club account, parents/carers will need to book their required sessions through the School Gateway. Please note if a child attends a session without a booking, a £10 charge will be added to the club account as per point 20. If there is any credit on the club account, this will be used as payment (or part payment) for this charge.
 - Under no circumstances can any bookings be made without credit on the club account.
 - Payments can still be made into the bank account over the school holidays, and the credit will be added to the club account by midday on the first working day of the term.



I have read, understood and agree to comply with the Terms And Conditions of the Early Bears Breakfast and Straw Bears After School Club:

Name of child

I have completed a Breakfast/After School Club Registration Form and Booking form

Yes/ No

Parent/ Carer Signature

Name in full

Date:



Registration Form for Early Bears Breakfast and Straw Bears After School Club

Child Details

Name	Current Year Group	D.O.B
Child's Doctor	Doctor's Phone Number	Doctor's Address

Parent/Carer Details:

Name:	Name:
Relation to child:	Relation to child:
Home Address	Home Address
Telephone:	Telephone:
Work Address	Work Address
Telephone:	Telephone:
Mobile Number:	Mobile Number:
E-mail address:	E-mail address:
Mother / Father / Both Parents have legal responsibility (Please delete as appropriate)	
Additional Information:	

Additional Collections

If anyone other than the contact(s) above collects your child from Straw Bears Club please add their details below. For these additional persons, a password to collect the child is required.

Please inform the contact of this password.

Password: _____

Contact name:	Relationship to child:	Contact number
1:		
2:		
3:		
4:		

Medical and Dietary Requirements

Please specify any medical needs including details of medication
Please detail any known allergies
Please detail any dietary requirements
Please complete additional information for your child

All accidents and emergencies are entered via the medical tracker system.

I give permission for a member of staff to administer appropriate first aid if required **Yes/No**

I give permission for a member of staff to seek any necessary or emergency medical advice or treatment in the event that my child needs it. **Yes/No**

I understand that the information given on the registration form is confidential.

I will complete a new registration form if any of the above details change.

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

Print name.....



Early Bears Breakfast Club

The Breakfast Club is based in the dining hall and is the ideal place to leave your children in the morning before school.

The Club is open from 7.45am to the start of the school day, Monday to Friday during term time. We are able to take children of school age who attend AJS.

We are flexible to meet your needs:

- Bookings can be on a regular or on an ad hoc basis but places are limited so must be booked in advance via the School Gateway.
- Children can attend any number of days a week from 7.45am.
The cost of the club is £4.50 per session. Children will be offered Breakfast (toast) which is served up until 8.20am, children arriving after this time will be offered fruit.

The Breakfast Club aims:

- to support working parents by providing a high quality services which meets the needs of both parents/carers and children;
- to provide a reliable, safe, supportive and welcoming environment where children can play, have fun, relax and be with friends;
- to offer the children the opportunity of having a healthy breakfast at the start of the school day.

The Breakfast Club will provide:

- a healthy breakfast of toast plus a choice of fruit juice, milk or water.
- activities before and after breakfast – such as drawing, board games, crafts, play or a quiet area where the children can work if they wish;
- respect for any dietary, religious or medical requirements;
- a high standard of care in a secure and supportive environment. We want children to feel relaxed and happy before starting the school day;
- opportunities to support learning (by helping with homework and reading);
- caring and qualified supervisory staff.

Staffing

There will be the appropriate number of staff dependent on the attendance numbers for that day. All staff are DBS checked, First Aid trained and have a certificate in Food Hygiene.

Routine

Children should arrive from 7.45am; no responsibility will be taken for children arriving before this time. Entrance to Breakfast Club is by the main gate then through the Year 1 doors. Children will remain in the care of the Breakfast Club staff until the start of their school day when they will be taken to their classrooms in time for registration.

Booking

Numbers are limited to ensure a safe adult:child ratio, so please ensure that your child's place is booked in advance via the School Gateway. In order to access these bookings, please complete the registration forms and speak to the school office.

You can email your forms to office@aldermanjacobs.cambs.sch.uk

Children that arrive at the Club without a booking will have a £10.00 charge added to their account, as well as the fee for that session.



Straw Bears Afterschool Club

The Straw Bears Afterschool Club is based in our Year 2 - Egypt Classroom and has been set up to provide childcare after school for the pupils of Alderman Jacobs School.

The Club is open from the end of the school day to 5.45pm Monday to Friday during term time.

We are flexible to meet your needs:

- Bookings can be on a regular or on an ad hoc basis but places are limited so must be booked in advance via the School Gateway.
- Children can attend any number of days a week from the end of the school day.
- The cost of the club is as follows:-
End of school day -5.00pm - £7.50 including a drink and a cold snack.
End of school day -5.45pm - £9.00 including a drink and a cold snack.

The Afterschool Club Aims:

- to support working parents by providing a high quality service which meets the needs of both parents/carers and children;
- to provide a reliable, safe, supportive and welcoming environment where children can play, have fun, relax and be with friends;
- peace of mind for parents/carers, knowing that your child is safe and happy in a club that is reliable and offers a consistent service.

The Afterschool Club will:

- provide the highest possible standard of care in secure and supportive surroundings;
- create an environment where children can relax after the school day, we want them to feel comfortable and happy;
- encourage children to join in a variety of activities and play;
- create opportunities to support learning
- employ caring and qualified supervisory staff.

Staffing

There will be the appropriate number of staff dependent on the attendance numbers for that day. All staff are DBS checked, First Aid trained and have a certificate in Food Hygiene.

Routine

The Club starts at the end of the school day. Children will be directed by their teacher to the Club when their school day ends. Once at the Club the register is taken and the children have a chance to settle down, relax and have a drink and snack. Weather permitting they can play in the outside area or with an activity inside.

Collection

Only people authorised by the parents/carers on your child's registration form are allowed to collect your child, unless staff are informed otherwise. To collect your child please ring the doorbell on the white KS1 double doors to alert the Straw Bears team that you have arrived. All children should be collected by 5.45pm. If you are running a little late please let us know.

Children who are not collected by 5.55 pm will have a £10.00 late pick-up charge added to their account.

Booking

Numbers are limited to ensure a safe adult: child ratio, so please ensure that you book your child's place in advance via the School Gateway. In order to access these bookings, please complete the registration forms and speak to the school office.

You can email your forms to office@aldermanjacobs.cambs.sch.uk

Children that arrive at the Club without a booking will have a £10.00 charge added to their account, as well as the fee for that session.