



Cirencester After School and Holiday Club Ltd

Terms and Conditions

Covid-19 Agreement

Privacy Notice

September 2020

After School Club Hours	3.15pm to 5.45pm Term Time
Holiday Club Hours	8.00am to 5.45pm Cirencester Primary School Holidays
Access to the Club	Parents are requested to wait at the pupils' entrance at the front of the school and maintain social distancing rules.
Collection of children	Only parents or person(s) nominated on the registration form should collect children from the club. They will need to call the club mobile and their child(ren) will be brought to them by a member of staff. All children will be signed out on the register by the member of staff in the presence of the parents/carers.
Late Collection	Please notify the club as soon as practical of any need for late collection. A charge of £5.00 per 15 minutes per child will be made for collections after 5:45pm.
Snacks and Drinks	Parents should supply a named packed lunch for children attending the holiday club if required and also a snack for the after school club sessions if they think necessary. Water to refill their own named water bottles will be available.
Activities	There are a variety of activities available including Arts & crafts, console games and outside play areas for sports.
Code of Behaviour	To ensure the happiness and safety of the children, each child will be requested to act with consideration and politeness towards each other and to staff members. Every effort will be made to encourage a responsible attitude, but staff will discuss an action plan with the parents regarding the continuation of their child attending if required.
Accident and Illness	A play leader qualified in first aid is always available and all incidents are recorded in the accident book. If the parent or carer cannot be contacted in cases requiring more than first aid, the play leader will arrange appropriate medical treatment.
Registration	To cover basic administration there is a registration fee of £5.00 per family per year.

<i>Charges</i>	<i>Charges are published on the appropriate booking form.</i>
<i>After School Club Bookings</i>	<i>Regular bookings are made on an After School Club Booking Form. Payment must be made at least one week in advance. Those wishing to pay monthly in advance can request an invoice detailing sessions and again payment must be made at least one week in advance of the first session. There is a £5.00 admin fee to all invoices that are re-sent.</i>
<i>Holiday Club Bookings</i>	<i>Bookings for the Holiday Club must be made on the corresponding Holiday Club Booking Form. Payment for all sessions in a holiday period must be made in advance of the holiday period.</i>
<i>Minimum and late Bookings</i>	<i>The minimum booking that can be made is one session. It may be possible to make a late booking depending on numbers and requests should be made to the play leader.</i>
<i>Payment Methods</i>	<i>We accept cash or cheques. Payments may also be made by BACS and various Childcare vouchers are accepted.</i>
<i>Late Payment and Returned Cheques</i>	<i>Any late payments will incur an administration charge of £5 and until payment is settled child(ren) will not be able to attend. Bank charges incurred by returned cheques will be passed on to the customer.</i>
<i>Cancellations</i>	<i>Booking for both After School and Holiday Club sessions are non-refundable once booked but may be transferred if 24 hours' notice is given. A full charge will be made if less than 24 hours' notice is given and you must advise me that your child will not be attending or risk booking suspension.</i>
<i>Lost Property</i>	<i>Cirencester after school and Holiday Club does not accept liability for lost or stolen personal belongings</i>
<i>Returning to classrooms after school</i>	<i>Once the children have left the classroom they are not permitted to go back. If they have left personal items, they must leave them until the following day.</i>
<i>Concerns</i>	<i>Any concerns or feedback will be discussed with the play leader in the first instance. Or, if you feel it is more appropriate Sandie.</i>
<i>Privacy Policy</i>	<i>We have a legitimate reason to collect and process your data. More information can be found in our Privacy Policy and parents must sign the Privacy Notice in agreement.</i>
<i>Updates</i>	<i>Cirencester After School & Holiday Club reserves the right to update these terms and conditions as the needs of the business develop but we will always endeavour to inform parents by all reasonable means.</i>

Covid-19 Agreement

In order to return to the After School & Holiday Club in a safe and happy manner we ask you to read the following carefully and by sending your child back you agree to the following:

- I will not send my child(ren) to Cirencester After School & Holiday Club if they, or any of our household, are displaying any Covid-19 Symptoms or have been advised by NHS Test and Trace to self-isolate.
- My child will not have travelled abroad to any country other than those identified as 'safe' by the government within the last 14 days.
- The person collecting and dropping off my child will not be displaying symptoms of Covid-19, or had them in the last 7 days.
- My child is capable of following the club rules relating to protective measures, such as not mixing with children in other groups, washing their hands regularly, coughing and sneezing into a tissue and disposing of it safely, and not touching other children. I understand that if they are unwilling to follow the rules they may not be allowed to attend future sessions.
- I agree to send my child with a labelled water bottle and packed lunch including snacks each day if required.
- In the event that my child becomes ill at home with symptoms of Covid-19, I agree to keeping them at home for 7 days. Normal cancellation fees will apply.
- In the event that my child becomes ill with symptoms of Covid-19 whilst at Cirencester After School & Holiday Club, I agree to collect my child immediately following the phone call with the play leader.
- In the event that my child becomes ill either at home or at Cirencester After School & Holiday Club, with symptoms of Covid-19 I agree to having my child tested as

soon as possible. I will share the results of this test with Cirencester After School & Holiday Club as soon as they become available.

- *Subject to the Public Health Guidance, should there be a positive case confirmed Cirencester After School & Holiday Club will follow advice regarding which children may need to isolate and I as a parent / carer will fully understand and support this guidance.*
- *I agree to observing current social distancing guidelines with other parents and carers whilst waiting at drop off and pick up times and understand this may mean I have to wait in a queue.*
 - *I agree that I will adhere to the new last collection time of 5.45pm.*
- *Cirencester After School & Holiday Club understands that parents are experiencing a challenging time; I appreciate the extra demands and pressures facing the Club staff, and acknowledge that this situation is new for everyone, and will require some getting used to.*
- *I have read through this document and understand that procedures are in place to reduce risk, but that risk is not eliminated. If I had any concerns I have spoken to a member of staff and these have been dealt with to my satisfaction.*
- *I will sign and return page 6 of this document prior to my child starting back at Cirencester After School & Holiday Club.*

Privacy Notice

At Cirencester After school & Holiday Club Ltd we respect the privacy of the children attending the Club and the privacy of their parents or carers. The personal information that we collect about you and your child is used only to provide appropriate care for them, maintain our service to you, and communicate with you effectively. Our lawful basis for processing the personal information relating to you and your child is so that we can fulfil our contract with you. Our legal condition for processing any health-related information that you provide about your child is so that we can provide appropriate care for that child.

Any information that you provide is kept secure. Data that is no longer required* is erased after your child has ceased attending our Club.

We will use the contact details you give us to contact you via phone, email, social media and post, so that we can send you information about your child, our Club and other relevant news, and so that we can communicate with you regarding payment of our fees.

We will only share personal information about you or your child with another organisation if we:

- have a safeguarding concern about your child
- are required to by government bodies or law enforcement agencies
- engage a supplier to process data on our behalf (eg to take online bookings)
- have obtained your prior permission.

You have the right to ask to see the data that we have about yourself or your child, and to ask for any errors to be corrected. We will respond to all such requests within one month. You can also ask for the data to be deleted, but note that:

- we will not be able to continue to care for your child if we do not have sufficient information about them
- even after your child has left our care, we have a statutory duty to retain some types of data for specific periods of time* so can't delete everything immediately.

If you have a complaint about how we have kept your information secure, or how we have responded to a request to access, update or erase your data, you can refer us to the Information Commissioner's Office (ICO).

* We do need to retain certain types of data (such as records of complaints, accidents, and attendance) for set periods of time after your child ceases to be in our care, but we delete as much personal data as we can as soon as possible.

Please sign and date below to confirm that you have read the Terms and Conditions, Covid-19 Agreement and Privacy Notice.

I have read through this document and understand that procedures are in place to reduce risk, but that risk is not eliminated. If I had any concerns I have spoken to a member of staff and these have been dealt with to my satisfaction.

Parents Name: _____

Name of Child(ren): _____

Signed: _____(parent/carer)

Date: _____

Signed: _____(on behalf of Cirencester After & School & Holiday Club)