



Nursery Top Ups, Breakfast, After School and Holiday

Parent Handbook

Opening Hours	
Breakfast Club	7.45am – 8.55am
After School Club	3.15pm – 6.00pm
Holiday Club	8.00am – 6.00pm
Nursery Top Ups	Morning 8.30am – 12.20pm Afternoon 11.30am – 3.20pm
Contact	
Mobile	07443 468842
Email	xclub@templemoor.trafford.sch.uk

Summary of Key Charges

Session Charges	
Breakfast Club	£5
After School Club	£10
Holiday Club (half day)	£11.50
Nursery Top Up	£18.00
Penalties	
Late Pickup	£5.00-£15.00 (see below)
Arrival without booking	£10.00 plus session charge
Cancellation of Holiday club and Nursery Top Up sessions after deadlines below	Full session charges
Cancellation of Breakfast or After School Club made less than 2 weeks before session	Full session charges
Late bookings (see below)	£1.00 plus session charge

This document forms the terms and conditions. By using the services you are agreeing to the enclosed terms.

Introduction

Welcome to The Mini X Club: Templemoor Infant and Nursery School's exciting extra hours club. The club provides breakfast and after school sessions as well as holiday activities and care for children in Nursery and Reception.

The Mini X Club is an extension of the Early Years Foundation Stage and reflects its aims and ethos.

Children have the opportunity to relax, join in with age appropriate activities, play and have fun.

Parents are able to relax in the knowledge that their children are safe and well cared for.

Applying for a Place

To apply for a place in the Breakfast, After School or Holiday Club, or to book Nursery top ups parents **must** complete a booking form and a registration form. These can be found on our website, or can be collected from the school office.

Availability

Breakfast, After School and Holiday Clubs

The Mini X Club is open to children in Nursery and Reception from Templemoor Infant and Nursery School. There are forty places available each day in each of the Breakfast and After School clubs.

Over Subscription

In the event of over subscription, the following criteria will be used:

1. Priority will be given to pupils from Templemoor who regularly/currently use the service followed, by:
2. New Templemoor pupils
3. Siblings of Templemoor pupils

Age Range

The club is open to Nursery and Reception children from Templemoor Infant and Nursery School only.

Reserved Places

The Headteacher has the right to reserve a number of places for children joining Reception.

Dates of Closure

The club is not available on staff training days and bank holidays. We are also closed for the whole of the Christmas holiday.

This includes the following dates up to the end of the academic year 2016/17.

- 5th September 2016
- 21st October 2016
- 22nd December 2016 to 2nd January 2017
- 20th February 2017
- 1st May 2017
- 29th May 2017
- 28th August 2017

Nursery Top Ups

Each child in Trafford is entitled to claim a maximum of 15 funded hours of early years provision per week. Templemoor Infant and Nursery School offers parents the opportunity to purchase additional sessions to top up their child's provision (subject to availability).

Bookings

Bookings are taken by completion of a booking form or on an ad hoc basis subject to availability.

Parents can book as far in advance as they wish (within the academic year) by using additional booking forms.

Places are subject to availability in accordance with the appropriate staff/pupil ratios, space available and health and safety requirements.

All forms are available from the Club staff or by emailing, contacting or visiting us.

Bookings may be accepted on an ad hoc basis for Breakfast and After School Club, subject to availability and advance payment.

Ad hoc bookings are not accepted for Nursery Top Up sessions. A regular pattern is booked for the whole year.

Booking Deadlines

The below deadlines are the point when we will plan the club in terms of staffing and resources. We are happy to take bookings for Breakfast and After School Club after these dates if staffing and space allows.

Bookings will not be taken for holiday club after the deadline.

Autumn Term 2016	Booking Deadline
Half Term 1 starting 6 th September 2016	6 th May 2016
Holiday starting 24 th October 2016	10 th October 2016
Half Term 2 starting 31 st October 2016	10 th October 2016
Spring Term 2017	Booking Deadline
Half Term 3 starting 3 rd January 2017	5 th December 2016

Holiday starting 13 th February 2017	30 th January 2017
Half Term 4 starting 21 st February 2017	30 th January 2017
Holiday starting 3 rd April 2017	20 th March 2017
Summer Term 2017	Booking Deadline
Half Term 5 starting 18 th April 2017	20 th March 2017
Holiday starting 29 th May 2017	15 th May 2017
Half Term 6 starting 12 th June 2017	15 th May 2017
Holiday starting 31 st July 2017	17 th July 2017

Late Bookings

Late bookings can be made, subject to availability and advance payment. A £1.00 surcharge per service is added to late bookings as follows:

- Breakfast Club – bookings made after 3pm the previous day
- Afterschool Club – bookings made after 1pm on the day of the sessions
- Holiday Club – **LATE BOOKINGS CAN NOT BE MADE**
- Nursery Top Ups – **LATE BOOKINGS CAN NOT BE MADE**

Arrival without a Booking

Arrival without a booking is not acceptable and in the case of Breakfast club you may be turned away.

If a child arrives from Templemoor or Moorlands expecting to be in the After School club we will accept the child, admit them to club and make the following charges.

In the case of all clubs: if your child arrives at club without a booking a charge of £10 per child, per session will be made in addition to the session fee. This charge will not be removed unless parents/carers can show written confirmation from school* that they already had a firm booking for the session.

*Written confirmation from school can be a text, email or a note from staff in the handover diary that is used by club staff and the X Club administrator (these notes are made on the day the change was requested).

Changes and Cancellation

Breakfast and After School Club

Cancellation can be made at any time but credit will only be offered if the required notice is given.

To obtain a credit for a Breakfast or After School Club session, cancellation must be received in writing 2 weeks (14 days) before the session to be cancelled.

Holiday Club

Cancellation is not accepted after the booking deadlines listed above. Charges will be made for cancellation after these dates.

To obtain a credit for Holiday Club sessions, cancellation must be received in writing by the booking deadlines above.

All clubs

Credits will not be offered in any other circumstance, including illness.

Credits will be offered in the form of another club session. The cash will not normally be refunded.

Changes to bookings may be accommodated at the discretion of the school office, subject to availability and the notice period listed above.

If the school is closed for any unforeseen reason (e.g. snow closure), then a full credit refund will be given.

Nursery Top Ups

Cancellations are not accepted for Nursery top up sessions once the booking deadline has passed. Refunds are not offered in any circumstance other than closures of the school. Cancellations are not accepted within a term already booked.

To obtain a credit for Nursery Top Up sessions, cancellation must be received in writing by the booking deadlines above.

Payments

Payments can be made by the following means:

- Cash
- Cheque, made payable to Templemoor Infant and Nursery School
- ParentPay (subject to minimum amounts)
- Childcare Vouchers. Please ensure you check your balances and send one voucher payment per service (i.e. one for Breakfast, one for After School etc) with instructions on which service you would like the payment allocating to. ***Please note we cannot give refunds for unused vouchers. Parents are responsible for managing their balances and ensuring that their account credit is not too high at the point of their child ceasing use of the club.*** We are registered with the following providers (if you have another provider please contact the office so we can register with them):

Company	Registration No
Care4	42878774
Computershare	0016877958
Cooperative	85105970
Edenred (formerly Accor)	P20717118
Employers for Childcare	Not required
Fideliti	TEM004C
Kiddivouchers	Not required
Kids Unlimited (KU)	00561627
Sodexo	819528
Vouchers4Kids	Not required
You at Work	Use Ofsted No.
Ofsted Registration No	106312

Payment Deadlines

Payments can be made at any time via ParentPay or through the club/office staff. There will be a minimum payment limit for online payments (this varies per service) due to the fees charged by ParentPay. All payments, including those made by childcare voucher or through the office will be logged in ParentPay.

The amount paid is flexible as long as a positive balance is maintained. At each club session your child's attendance will be entered into ParentPay which will debit your account by the appropriate amount.

Debt on your account is not permitted. Debt will result in your child's place being withdrawn immediately. Places will not be held during this period and may be offered to someone else. **Therefore, debt on your account could result in the loss of your child's place.**

Emergency/Parent Contact Details

Please complete the data collection sheet to provide us with your details. Also please ensure you contact us if any changes need to be made. The records for the club are separate to the school records so forms must still be completed.

Arrival/Pickup

You will be required to provide a password for the purposes of pickup (on the booking form). This will be required for anyone picking your child up from after school or holiday clubs. If they are unable to provide the password we will need to call you to confirm their identity and to obtain your permission.

Breakfast Club

Nursery and Reception children need to be dropped off at the Nursery building from 7:45am onwards. Parents/carers must sign their children in to the club. The

Nursery children will join their class at 8:30am. The Reception children will be walked over to the main school at 8:45am, and will be taken to their classes by the X Club staff.

After School Club

Children will be escorted to the Nursery building club from their class.

All parents and carers must pick up their children from the main school and **not** the Nursery building. When you arrive to pick up your child please use the red after school club bell, you will be asked to sign your child out.

Holiday Club

Please use the red after school club bell at the main entrance and sign your child in on the register. Upon pickup you will be requested to sign your child out.

Nursery

Children using top ups are dropped off to and picked up from Nursery in the normal way at the normal times.

Late arrivals

Late arrivals can be accepted but Breakfast will not be available after 8.30am and discounted prices are not offered.

Late Collection

Late collection by parents incurs a cost to the school in staff overtime fees and inconvenience to staff members. Therefore charges may be applied for late collection as follows:

▪ 6.00pm to 6.15pm:	£5.00	We very much hope that these will not be necessary.
▪ 6.15pm to 6.30pm:	£15.00	
▪ 6.30pm to 6.45pm:	£25.00	

Repeated late collections will result in losing your place at X Club.

Meals/Menus

Breakfast

Breakfast is served until 8.30am

Children are offered a choice of items, they can have any one or all of the following:

- One bread item (e.g. crumpet, toast), a choice of cereals, apple/orange juice or water, yoghurt, a piece of fruit

Breakfast is not provided at Holiday Club.

Lunch

Lunch is not provided at holiday club or in the Nursery, please provide your child with a healthy packed lunch.

Snacks

Examples of morning and afternoon snacks, some of which will be made and prepared by children:

- Fruit/dried fruit
- Crudités/hummus/dips
- Fruit smoothies
- Banana oat cookies
- Mini muffins
- Sandwiches
- Homemade soup
- Yoghurt
- Pitta bread
- Celery with peanut butter
- Homemade pizza

Activities and Games

Children will be offered a wide range of activities and games which are age appropriate, enjoyable and well organised. They will also have opportunities to rest, play quietly and engage in free play.

If films or electronic games are made available they will have a U rating.

The school is very well resourced and the X Club staff will make use of these to make the very best provision for children.

Regulations

In using the services set out in this policy, parents must agree to abide by the following regulations:

- Cars **must not pass** the school gates for any of the services. You must not drive into the school grounds at any time of the day.
- In the interests of good relationships with our neighbours we also ask that you **do not park** on Nursery Close.
- For safeguarding reasons all parents **must** ensure that they wait in the hall at pick up, and do not go into the main school or classrooms.

Staffing

Staff are employed by the school and are subject to enhanced DBS checks. They also receive the appropriate first aid and food hygiene training and other qualifications as required. They are familiar with all school policies. Most staff have teaching assistant qualifications or child care/health qualifications or are working towards them.

Key staff:

Mini X Club and X Club Manager – Leah McCartney
Deputy Manager – Claire McNicholls

Medical

As a general rule we do not administer medication. If your child needs medication such as inhalers and Epipens please talk to staff to make arrangements to manage the medication.

In cases of infectious diseases, the Local Authority issue guidelines on the required length of absence. We will share this information with you as necessary.

If your child has sickness or diarrhoea you must keep him/her off for at least 48 hours from the last bout of illness.

Other Relevant Policies

The club falls under the business of Templemoor Infant and Nursery School and the school's policies apply. This includes but is not limited to:

- Behaviour Policy
- Charging Policy
- Safeguarding Policy
- Complaints Policy
- Equalities Scheme
- Health and Safety