



Graitney Club

Terms and Conditions

Club Contact Number: 01276 61144 option 2

Mobile: 07521 494821

E-mail: graitney@crawleyridge-jun.surrey.sch.uk

Admissions Policy and Terms & Conditions – September 2018

This document contains essential information about the Graitney Club. You will be asked to sign to confirm that you have read and understood this information.

Please keep a copy to hand so that you can refer to it when necessary.

The Graitney Club

The Graitney Club is managed by Crawley Ridge Junior School. It is open to children aged 4 through to 11 who are pupils of Crawley Ridge Infant School and Crawley Ridge Junior School. It offers *term-time* childcare as follows;

- before school from 7.30am to 8.45am Monday to Friday, and
- after school from 3pm to 6pm Monday to Friday.

The maximum number of children the club can accommodate in each session will increase to 50 from September 2018.

The Graitney Club is located in a de-mountable classroom opposite the main reception to Crawley Ridge Junior School, Crawley Ridge, Camberley, Surrey, GU15 2AJ. A 'Walking Bus' operates for the children of Crawley Ridge Infant School at the beginning and end of each school day, and to collect children attending after school activities.

You may contact the club direct (during operational hours only) on 01276 61144 and selecting option 2, or on the Graitney Club mobile 07521 494821. In the unlikely event of the hut being out of use for any reason, the school will endeavour to operate the Graitney Club in an alternative venue within the school. If the school is closed due to adverse weather, then the club will not run and a message will be posted on the school website.

For all enquiries, please e-mail graitney@crawleyridge-jun.surrey.sch.uk.

The Graitney Club is staffed by Playworkers who are employees of the school. From time to time, other school staff may assist in the Club e.g. to provide cover for staff absences. Sports Coaches from independent companies may also assist by providing activities for the children whilst in the care of the Graitney Club.





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Admissions Criteria

1. Existing customers
2. Where a sibling attends the club
3. Full time place for the before-school and/or after- school clubs
4. Regular sessions for either or both clubs. By regular, we mean the same sessions every week
5. Alternate sessions for either or both clubs. By alternate, we mean a week on/week off repeating pattern
6. Ad-hoc sessions.

Waiting List

Where the number of bookings exceeds the capacity of the Graitney Club, a waiting list will operate and priority will be given in accordance with the admissions criteria above.

Booking Procedure

If you are registering for the first time, then please complete the Registration Pack in full and return it direct to Crawley Ridge Junior School.

Once registered, then sessions may be booked for each half term in advance and places will be allocated in accordance with the admissions criteria.

The booking forms for each half term will be issued in sufficient time for parents/carers to book the next set of sessions. **We are unable to accept bookings where invoices remain unpaid.**

We require one month's notice in writing to cancel a regular booking. Bookings are not transferable.

Fees and Payments

The charge for the **Breakfast Club** is **£5.50 a session**.

The charge for the **After School Club** is **£13.00 a session**.

These charges apply regardless of the number of sessions booked and whether or not the child attends a club at the school for part of any session.

The charges include all refreshments (as per the Food and Drink policy).

We reserve the right to charge an additional £10 for the first 15 minutes after 6pm for late pick-ups, to cover staff overtime costs. Any collection after 6.15pm will incur additional charges of 50p per minute per child.





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Invoices will be raised after the booking forms for each half term have been received and the places allocated. Invoices will be sent half termly. **Payment must be made in advance** by cheque, direct bank transfer or childcare vouchers. Payments not received by the end of the first week of each half term will be followed up by e-mail, phone call or letter. **The school reserves the right to cancel the booking for any pupils where payment is overdue and the place will be withdrawn.**

Fees will be reviewed regularly by governors to ensure they cover the cost of operating the club and a half-term's notice will be given for any changes.

The Graitney Club is currently registered to receive childcare vouchers from the following schemes; Computershare, Allsave, Edenred, Childcareplus, Sodexo and Busy Bees, Fideliti.

Changes to bookings

We are not able to offer refunds for missed sessions due to illness, holidays, school trips or other absences, or where the pupil attends only part of a session. Pupils attending after school sports clubs etc. may then go to the Graitney Club if booked in, but the full session charge will still be made. **Bookings are not transferable.**

The Graitney Club staff will follow up the non-attendance of any pupil that is booked in for an after school session, with either the parent/carer or school, as part of its commitment to Child Protection and Safeguarding. Non-attendance at the morning sessions is not followed up. **We require one month's written notice to cancel a regular booking.**

Ad-hoc sessions

Subject to availability, we will endeavour to accommodate requests for additional ad-hoc sessions. These must be arranged in advance. **Please do not bring your child for an ad-hoc session without prior arrangement as we will not be able to accommodate them if the club is full.** Charges for ad-hoc sessions will be added to the next invoice. You may not exchange a regular booking for an ad-hoc session.

Late pick-ups

Please contact us if you anticipate being late in collecting your child. Charges for late pick-ups will be added to the next invoice. We appreciate that traffic conditions can sometimes make late pick-ups unavoidable and we will continue to provide care for your child under these exceptional circumstances only. **We do not provide care after 6pm for any other purpose**, such as over-running meetings. If you are regularly late in collecting your child, we may suggest that you seek alternative, more flexible childcare arrangements.



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Policies and Procedures

The Graitney Club has policies and procedures including, but not limited to:

- Food and Drink
- Daily Safety Checks
- Promoting Positive Behaviour
- Non-attendance and non-collection
- Accident and Incident
- Settling in
- Play
- Emergency Closure
- Missing child
- Smoking, alcohol and drugs
- Physical Intervention
- Illness and infectious diseases
- Visitors
- Early Years Foundation Stage.

Copies of these policies are available for inspection at the Graitney Club.

Where there is not a policy specific to Graitney, the club will follow the Crawley Ridge Junior School/TAMAT's policies, which include, but are not limited to:

- Health and Safety
- Confidentiality
- Complaints, Concerns and Compliments
- Fire Safety
- Supporting Children with Medical Conditions
- Equality
- Staff Code of Conduct
- Staff Discipline, Conduct and Grievance
- Whistleblowing



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Behaviour

The Graitney Club prides itself on a happy atmosphere where all children feel safe. The club follows the behaviour policy of CRJS and children who are not able to follow this policy may be excluded from the club for a short period or permanently.

Complaints

The club follows the TAMAT Complaints Policy which can be found on the school website. Complaints will be taken seriously and investigated in accordance with the policy. Threatening or aggressive behaviour will not be tolerated and could result in a termination of the contract.

GDPR

The club follows the TAMAT Data Protection Policy and complies with the current GDPR regulations.

