



TERMS AND CONDITIONS

Sunshine Club provides morning and after school childcare for children at Spring Grove Primary and managed by the school.

Bookings and Cancellations

- a. All bookings must be made at least a week in advance by contacting Sunshine Club.
- b. Once the booking is confirmed you will be assigned on ParentPay to make the appropriate payment.
- c. The money paid is not refundable even if the child does not attend. Any changes of days require two full weeks' notice and are at the discretion of the management and according to space availability. No refund will be made once this deadline passes.
- d. Any cancellations require two full weeks' notice in writing. No refund will be made once this deadline passes. In the absence of the required notice period, full two weeks fee will be charged.
- e. Overdue fees may result in cancellation of any future bookings.

2. Childcare Vouchers (CCV)

Payments can be made by childcare vouchers and must be paid to Spring Grove Primary School from your chosen CCV scheme.

3. Staffing

All staff are employees of Spring Grove Primary Schools and DBS checked. Our staff will be suitably qualified to provide appropriate childcare and supervision for the relevant age groups. Parents should note, however, that while we aim to provide parents with a flexible and high quality childcare service, this does not include educational support or tutoring for children using this service.

4. Insurance

Spring Grove Primary School is comprehensively insured. All pupils attending is covered by our public liability insurance. The certificate can be found on the noticeboard and a copy of may be provided upon request.

5. Meals

Breakfast - Cold breakfast is included

Afternoon Tea - A sandwich tea, drink and fruits will be provided

6. Medication (Children)

Spring Grove Primary Schools Medicines Policy (available on the Spring Grove Primary School website (<https://www.springgroveprimary.london/wp-content/uploads/2018/09/First-Aid-and-Medicine-Policy-Sept-2018.pdf> or a printed copy on request) applies to this scheme.

7. Fire Safety

Spring Grove Primary School Health & safety Policy (available on the Spring Grove Primary School website (<https://www.springgroveprimary.london/wp-content/uploads/2019/04/Spring-Grove-Primary-School-HS-Policy-and-Procedures-Manual-Nov-2016-v2...Rew17..pdf> or a printed copy on request) applies to this scheme.

8. Safeguarding Children & Child Protection

- a. Spring Grove Primary School's Child Protection Policy (available on the Spring Grove Primary School website (<https://www.springgroveprimary.london/wp-content/uploads/2019/04/Safeguarding-and->



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[Child-Protection-Policy-Sept-2018.pdf](#) or a printed copy on request). The aim of the policy is to safeguard children's welfare, by fostering an honest, open, caring and supportive climate. The Child Protection Policy applies to all staff at Spring Grove Primary School, paid and volunteers, and failure to comply could have serious disciplinary consequences.

- b. All adults working with or on behalf of children are fully vetted and have a responsibility to safeguard and promote the welfare of children.
- c. Any concerns about children or staff should be notified to a DSL () immediately.

9. Behaviour

We expect all children to be kind and respectful to each other. Any unacceptable behaviour will be dealt as per the schools' Behaviour policy. Continued bad behaviour may result exclusion from the club.

10. Child Security

Children will need to be registered in AND out of each session. If your child is to be collected by someone other than the nominated person/s, you will need to advise the staff in advance.

11. Late Collections/ Uncollected Child Procedure

- a. All children must be collected by 3:45pm/5:45pm. Collection of children after this time will incur a late collection charge to cover the cost of staff extra hours.
- b. A member of staff will remain with the child until collected. We will not allow the child to return home alone or with an unauthorised adult unless we have your permission. If after one hour no one arrives to collect the child and we have been unable to contact anyone by telephone, we will be required to contact the local social services department who will make arrangements for a social worker to collect the child.

12. Lost Property

Whilst we do our best to return lost items (if found) we cannot guarantee the return of all lost property. We would advise that you clearly label any clothing, kit or equipment.

13. Liability

All personal property is the responsibility of the owner. Spring Grove Primary School cannot be held responsible for any losses or damage that may occur to personal property. We recommend that valuable items are not brought in when attending sessions.

14. Data Protection

Spring Grove Primary Schools is registered under the Data Protection Act it Data Protection Policy (available on the Spring Grove Primary School website (https://www.springgroveprimary.london/wp-content/uploads/2019/04/SGPrivacy_notices_-_GDPR_Parents.v1.Apr2019.pdf) or a printed copy on request) applies to Sunshine Club.

15. Photographs, images and promotional material

It is the custom and practice of most schools, and of wrap-around, to include some photographs or images of pupils in the School's promotional material or to publicise school events and the achievements of pupils. These images may be used in various media, including the school in-house screen, website, Prospectus and in the press. If the parents do not want the pupil's image or name to appear in the material described above, they must make sure that the school is aware of this.



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16. Fees & Charges

ITEM	FEES (per session)
Morning Session	Pre-booked - £3.50 Drop Ins - £4:00
Afternoon Session	Pre-booked - £7.50 Emergency - £8.00
Late collection charges	£10.00