MASC – Terms and Conditions For Nursery

Meadowside Primary School

Growing at Meadowside Primary School

We will be running the following:

Breakfast club (term time)	**7.45am-8.45am**	£5.35

Children will have access to a range of activities including games, puzzles and craft. There will also be a healthy breakfast available.

After School club (term time)	**3.15pm-5.50pm**	£15.00

Children will have access to a range of activities both inside and outside. These will be fully supervised by adults and could include arts and craft and sport. There will be light snacks provided each day.

Holiday club

Full day	**8am-5.30pm**	**£35.00**
Mornings	**8am-12.30pm**	**£20.00**
Afternoons	**1pm- 5.30pm**	**£20.00**

Children will have access to a range of activities both inside and outside. These will be fully supervised by adults and could include arts and craft and sport. We will be planning trips further afield, these may incur an additional cost. Light snacks will be provided however if your child is staying for the full day lunch will need to be supplied.

A late collection charge of £5 for every 5 minute period will be applied.

We plan to be open 50 weeks a year, closing for two weeks at Christmas and all bank holidays. We WILL be open for INSET days.

*NB Please remember that dogs are not allowed on site at any time (**unless they are guide dogs**).*

Bookings:

All parents must have completed a registration form to use the facility – available from the school. All fields must be completed to ensure compliance with safeguarding.

All bookings must be made using the Scopay system. Registration for this is via the school office when a unique code will be issued.

Bookings must be made at least 7 days in advance of the required date of use. **Children who turn up for whom we haven't received an advanced booking will be refused entry.**

Payment

Payments can be made in two ways:-

1) Online via the Scopay system.
2) Via Childcare vouchers/ childcare choices – contact the school office if this is how you are going to pay.

Payments must be made prior to use. **Children who turn up for whom we haven't received payment will be refused entry.**

Cancellations

Unfortunately, if your child is absent we will be unable to provide a refund.

In the case of hospitalization or a medical emergency, refunds may be given at the discretion of the MASC manager (evidence will be required).

PLEASE TURN OVER

If you need to cancel a booking with less than 7 days notice we will be unable to provide a refund.

Should the facility be closed due to a problem with the venue or adverse weather conditions a refund will be given.

Safeguarding

All staff have enhanced DBS checks and regularly undertake safeguarding training.

Parents must ensure MASC have up to date contact details should we need to contact you in an emergency and these must include personnel and work details to avoid delay in getting hold of you.

For those using the breakfast and holiday clubs parents/guardians must accompany their children to sign in and to pass on any relevant information.

Toileting

If your child is not yet toilet trained nappies and wipes need to be provided by parent/guardian.

A change of clothes will need to be provided by parent/guardian for all children in case of accidents.

MASC staff will follow the guidelines stated in the Nursery's toileting policy.

Allergies and Medication

If your child has an allergy or is on any medication this needs to be stated on the registration form and staff members informed by parent/guardian. Changes to medication must be communicated to MASC, in writing, as soon as possible.

Emergency Situations

In emergency situations we may accept bookings less than 7 days in advance **BUT this must be organised via the school office and payment must be made before the booking is accepted.** Parents must only use this facility in real emergencies as we cannot guarantee that we can legally staff the facility at very short notice.

We ask for your full co-operation with this. Any issues should be discussed with the MASC manager and NOT other staff.

Name(s) of Child/Children Registered with MASC:

Child 1 …….

Child 2 …….

Child 3 …….

I agree to the terms and conditions as stated above and understand that they are for the benefit of all and that non-compliance with these may result in use of the facility being removed.

Signed …… Relationship to Child/Children: ……

PRINT…… Date: ……..

Signed MASC …… Date: ……..