



EMERSON VALLEY SCHOOL

Hodder Lane, Emerson Valley, Milton Keynes MK4 2JR

Telephone: 01908 507914 Fax: 01908 507915

Headteacher: Mrs S Mathison



Emerson Valley School Wrap Around Care Terms & Conditions

Our School Aims:

- To support working and non-working parents by providing a high quality service which meets the needs of both parents / carers and children
 - To provide a safe and secure environment where our children can have fun, socialise, play and relax with new and old friends
 - To offer our children the opportunity to have a healthy and filling breakfast before they start their school day
1. The Emerson Valley School Club will be run by our employees providing the onsite care.
 2. The Breakfast Club will be open from 7.45am – 8.40am Monday – Friday term time only and the After School Care will run from 3.20pm – 5.45pm term time only.
 3. The Breakfast Club will be held in the school hall and the After School Care will be held in Year 3 which can be accessed via the year 3 entrance for collection.
 4. The Club will only operate for the children who currently attend Emerson Valley School.
 5. To secure a place, please complete the booking form which can also be found on our school website or from the school office and attach payment.
 6. Cost options can be seen on the booking form, this covers the supervision of your child(ren), breakfast of toast, cereal, fruit and a bacon sandwich on a Friday. After school care will provide a light snack for your child.
 7. Payment can be made by cash or cheque (made payable to Emerson Valley School) or BACS see booking form for account details. All fees must be paid on the day of attendance or can be paid in advance. The school reserves the right to exclude a child if fees are not paid on time. Fees are the responsibility of the adult who has signed the booking form.
 8. Refunds will only be offered if the club is forced to close due to snow, heating failure, staffing shortage, etc. There will be no refunds due to illness.
 9. Parents / carers are able to book daily/weekly/monthly sessions (booking forms must be completed).
 10. Parents / carers are asked to inform staff of any medical / dietary requirements on the booking form prior to their child attending.
 11. Parents / carers are reminded to keep Emerson Valley School informed of any changes to the details we hold on file.
 12. Parents / carers will be given 1 months' notice of any price increase or adjustment to club hours.
 13. Breakfast Club will finish at 8.40am. Food will be served until 8.30am.
 14. The Clubs will provide activities to enhance your child's learning eg. helping with homework, drawing, reading, playing board games, reading and discussing local news.
 15. Children will not be allowed to leave the room unsupervised.

16. Staff will be responsible for the care and management of your child(ren), following our school policies at all times.
17. The Club will comply with environmental health food and safety standards.
18. All of the children are expected to behave well and follow the school rules.
19. Children who cannot follow the School rules will be either temporarily or permanently excluded from the Club, depending on the circumstances.
20. Parents / carers are expected to hand their child(ren) over to our staff for the Breakfast Club. Please ensure you have notified the staff if your child(ren) will be making their own way to the club
21. If your child(ren) are unable to attend please telephone the school on 07988383007 by 7.30am to inform our staff.
22. The Club welcomes staff and children from all backgrounds regardless of race, gender, religious beliefs and disability. We ensure that all staff and children are treated fairly, equally and comply with the Equality Act 2010 and the Special Educational Needs and Disability Act (SENDA)2001.
23. The Club is committed to safeguarding and promoting the welfare of children and young people and expects all of our staff to share this commitment.
24. Please ensure you follow our sickness policy and if your child is unwell they must not attend the school Club.
25. If you are late picking up your child from the After School Care you will be charged £5 for every 5 minutes you are late.
26. The school must have the name of the person picking up your child from the After School Care. If this changes for any reason the school must have prior notification
27. If your child is entitled to Pupil Premium the school will assess each individual case and may subsidise your child attending the Breakfast Club or After School Care.
28. PLEASE NOTE IF YOU BOOK YOUR CHILD INTO THE AFTER SCHOOL CARE THERE WILL BE NO REFUNDS IF YOU THEN DECIDE TO BOOK YOUR CHILD ONTO ONE OF THE AFTER SCHOOL ACTIVITIES.

