



Language, Learning, Lives



Keresley Grange/Newland Primaries **Wrap-Around 'Mad Hatters'** **Parent Agreement**

We are delighted to be opening a new **Mad Hatters** before and after-school provision on both of our school sites with effect from 11th January 2021, under new COVID specific alterations, to support working families who are struggling with child-care arrangements.

This is a limited provision, and we will review as restrictions alter for COVID. It is in line with our school Risk Assessment, and maintains the integrity of school bubbles. We have decided, to set up a class bubble mat at the beginning and end of the school day as a first working attempt to support our families with before and after-school child-care. We also have to maintain strict cleaning routines, which means provision must be shorter to allow for cleaning and fogging of the room.

The school hall will be set out with up to 12 mats at KG and 5 at KN, each at a 2m distance.

Families can purchase a place for their child, and the mat will be sanitised before and after use.

Children will be required to stay on their mat with their class bubble for the **Mad Hatters'** session, and they can bring a snack with them – no refreshments will be provided by the school at this time. We ask you to make sure that your child has gone to the toilet before school, and we will ask them to go before the end of the school day.

Children can complete home learning, read or watch a film which will be played on the hall screen.

They will be expected to stay on their mat for the session.

Staff will remain with face coverings at a 2m distance from the children.

Documented below are all the policies and procedures for Mad Hatters.

This is a before and after school provision, primarily set up to support working parents.

All children must be signed in at Mad Hatters Breakfast Club by an adult.

All children must be collected from Mad Hatters After School Club by an adult.

Breakfast club will run from 8.00am to 9.00am daily.

After School Club will run from 3.00pm to 4.30pm daily.

Admissions Policy:

The Club is open to all children who are attending Keresley Grange Academy and Keresley Newlands Academy, up to a maximum of 12 mats.

Families can purchase a space on a mat for their child/ren for the COVID specific provision.

Admissions/Inclusion:

Priority will be given to children with a parent who works for the NHS, if more places are required than we are able to provide.

Children that have an Education and Health Care Plan (EHCP), will be offered a place at Mad Hatters, subject to funding from the LA.

We reserve the right to refuse a place should we feel that staying at Mad Hatters would be of detriment to the child's health and well-being.

For Example:

- Makes the school day too long - exhaustion
- Difficulties in coping with changes with staff and activities

Fees:

All sessions must be booked and paid for in advance – weekly, monthly or half termly. Children will not be allowed into a Mad Hatters' session unless full payment has been received in advance.

WE DO NOT ACCEPT CASH PAYMENTS AND ALL MUST BE PAID FOR VIA THE SCHOOL'S CASHLESS SYSTEM.

Failure to pay, will mean that child/ren can no longer stay at Mad Hatters.





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Price – December 2020 (Reviewed termly)

- After School Club - £5.00 per space.
- Breakfast Club - £3.00 per space.
- **NHS and Key Worker Discount – 5 sessions for the cost of 4.**

Late Collection Fee:

- If your child/ren is/are collected late (up to 5 minutes), a warning will be issued to the parent by the school.
- After 3 warnings, the provision will be withdrawn.
- If you know that you are going to be late please contact the Club and arrange for someone else to pick up your child and sign the agreed **password policy** to ensure your child's security.

Late Collection Policy:

In situations of late collection of children, the following procedure will apply if no contact has been made:

- After 5 minutes, all contact phone numbers will be rung, including the emergency contact number.
- Messages will be left where possible, asking for contact to be made.
- By 5pm, we will try to ring the numbers once more, and if no contact is made, Social Services will be contacted, to arrange temporary foster care. The Head Teacher will be informed by telephone.
- The Social Services telephone number is 02476788555 for Coventry and Warwickshire MASH on 01926 414144.
- The staff and Governing Body have the responsibility of reporting any suspected child protection issues to the Social Services.

Behaviour Policy:

Keresley behaviour policy will be followed.

Parents will be informed if the child has misbehaved during the session.

This includes leaving the mat bubble without consent.

Repeated poor behaviour from a child will result in the provision being withdrawn by the Head Teacher.

Health and Safety:

Keresley Health & Safety Policy will be followed.

Treatment will only be given for minor injuries. In the case of more serious injury, the parents will be informed, and the child will be taken to hospital.

Procedure:

- Phone the parent/guardian
- Call an ambulance
- One member of staff to go with the ambulance, unless the parent has arrived
- Should an ambulance not be available, the school will fulfil its duty of care and take the child to hospital. Any member of staff on the premises will be asked to accompany the member of staff or stay at school if deemed more appropriate.

Children should have inhalers or other emergency medical equipment, during their time at Mad Hatters.

It is unlikely that medicines will need to be given during the time at Mad Hatters. However, the normal school medicine procedures / policy will apply.

Food:

No food or refreshments provided, but children can bring a snack with them.

Homework:

Children can complete their homework whilst at Mad Hatters.

Picking up:

Please collect your child from the outside hall door at KG and at the school entrance at KN.

No early pick-ups allowed.

Complaints:

The normal school complaints procedure applies to this club.

A copy of our complaints policy is on the school website and is available from the school office.



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Child's name _____ Class: _____

Parent or carer's name _____

- I consent for my child to attend Breakfast/After School Club. I understand that the club has policies and procedures (which are available for reference at the club), and that there are expectations and obligations relating both to the club and to myself and my child, and I agree to abide by them.
- I understand that Breakfast/After School Club is a play setting and that whilst my child is there the Clubs are / is legally responsible for him/her.
- I will provide my child with a snack and drink for after school club.
- Once my child arrives at After School Club he/she will be in the care of After School Club until collected and signed out by an authorised person.
- I will pay in advance to use Mad Hatters Breakfast / After School Club.
- It is my responsibility to keep the school office / Mad Hatters informed of any alterations to the information regarding my child (eg contact details, medical conditions, etc).
- I accept that my child may take part in messy activities while at After School Club. I understand that I can provide my child with appropriate clothing to accommodate this if I wish. (Not at present)
- After School Club closes at 4.30p.m. If, due to unforeseen circumstances, I am going to be late, I will contact the After School Club staff as soon as possible.
- I understand that there will be additional charges if I am late collecting my child/ren and I will be charged £2.00 for every 5 minutes late per child.
- If I do not collect my child by the agreed time and the club has been unable to reach me or any of my emergency contacts, I understand that After School Club will follow its **Safeguarding Policy** and contact Social Services.
- Whilst After School Club tries to ensure the safety and security of items, I understand that it cannot be held responsible for loss or damage to my child's property.
- If there are any accidents or incidents at After School Club involving my child, I will be informed.
- If my child has an accident at the club, he/she will be treated by a qualified first aider and I will be informed as soon as possible. If my child needs urgent medical treatment and I am unavailable, a member of staff from After School Club will sign any consent forms necessary for treatment on my behalf.
- Information held by After School Club regarding my child will be treated as confidential. However, in certain circumstances, for example if there are child protection concerns, I understand that the club has a legal duty to pass certain information on to other agencies, including Police, Social Care and health care professionals.
- It is the responsibility of the parent(s) / career(s) who has parental responsibility to ensure that these conditions are adhered too and payments are made against your child's account.



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Current prices are:

Breakfast Club - 8.00am - 8:45am

- £3.00 per day

After School - 3:30pm – 4.30pm

- £5.00 per day

I have proof that I am an NHS/Key Worker and would like to apply for the 5 for 4 discount.

I have read and understood the above terms and conditions and I agree to abide by them.

Name of parent/carer 1:.....

Signature of parent/carerDate:.....

Name of parent/carer 2

Signature of parent/carer.....Date:.....

Password for use if another adult has to collect my child/ren in an emergency:

.....

Signature of After School Club Leader:

..... Date.....

My weekly requirement is:

My start date is:

My end date is:

	Monday	Tuesday	Wednesday	Thursday	Friday
Breakfast Club					
After School Club					

Personal information contained in this contract and registration form is kept in line with the Privacy Policy.

