

# Miller Club

## Terms and Conditions

These terms and conditions relate to the running of Mill View Primary School Miller Club and form part of the agreed contract between the parent/carer and the Academy.

Nothing within these terms and conditions affects the parent / carer's statutory rights.

### Bookings

Bookings can be made using our online system <https://millview.schoolipal.co.uk/>. Sessions must be booked by 12.00pm the day before the session is due to take place. It will not be possible to book a session online after this time.

### Changes to booked sessions/cancellation

Cancellations can be made up to 48 hours before a booked session. A full refund will be given for sessions cancelled within this timeframe. Non-attendance at any sessions which were not cancelled within the given timeframe will be charged at the full rate.

### Payment of fees

Fees are payable at the time of booking. We accept Childcare Vouchers, Tax Free Childcare payments and card payments.

The fees for September 2020 are:

- **Breakfast Club Session £5**
- **After School Session 1 (until 4.45pm) £6**
- **After School Club Session 2 (until 6pm) £12**

When you have signed and returned the documentation you enter into a contract with the academy.

If a debt is outstanding after one month from the date of issue of invoice, your account will be referred to the Principal. We reserve the right to withdraw your child's place at this point.

After a further 30 days your account may be referred to our collection agency in order to retrieve the outstanding fees plus expenses incurred.

We are sensitive to parent/carer's circumstances, therefore please contact the Miller Club Manager or the School Principal if you are experiencing financial difficulties.

### Increases in Fees

Mill View Primary School reserves the right to review fees annually.

### Opening times

Breakfast Club will operate during school term time from 7:30 a.m. to start of school day.

After school Club will operate 3.00 p.m. – 6.00 p.m Monday to Thursday and 3.00 p.m. – 5.00 p.m. on Friday.

Planned closures will be notified in advance.

Unplanned closure due to circumstances beyond our control cannot be refunded e.g. due to adverse weather. However, please be assured that the Miller Club will only close in the event of exceptional or extreme circumstances or when there is a serious concern for the wellbeing of children and staff.

### Illness

The Miller Club Manager or school office should be informed before 2pm if your child is not attending the afternoon session of Miller Club for whatever reason.



We reserve the right to administer basic first aid and treatment where necessary. Parents will be informed of any accidents. The Club will only administer medication in line with the school's Administration of Medicines policy.

Please do not send your child to Miller Club if they are unwell. If your child is unwell please keep them at home until your doctor confirms any risks of infection have gone.

In the case of sickness and diarrhoea this would be a period of 48 hours after the last episode.

Your child may be requested to be withdrawn if they are suffering from any contagious illness and there remains a danger that other children will contract the illness.

Please advise us of any infectious ailment. If necessary all parents will be informed via the notice board or letter.

Parents are requested to inform the club in writing of any changes to their contact information. It is vital that we have correct and up to date contact details. It is the parent/carer's responsibility to ensure that they keep us informed of all changes immediately and in writing.

Parents/carers are also asked to inform Miller Club of any childhood ailment, illness or disability.

### **Allergies, asthma, medical conditions**

Parents/carers must inform Miller Club immediately if their child has or develops an allergy, asthma or any other medical condition in writing.

Parent/carer's must provide Miller Club with the full information regarding the condition and treatment in writing.

As the number of children with nut allergies is on the increase we ask parents to support us in the aim to keep Miller Club a nut free environment. Parents are asked not to send food or empty food packaging that may have contained nuts. We also request parents not to use creams, sun creams or oils etc on their child that may contain nut oil as this may have severe consequences for another child or a member of staff.

### **Holidays**

Holidays taken during your contracted sessions will be charged at the full rate.

### **Data Protection and Photographs**

Information provided for use by Miller Club will be shared with Miller Club staff and the academy will be subject to data protection in line with the academy's privacy notice for pupils. We regularly take photographs to record children's experiences and these are shared with parents. These photographs may be used for promotional purposes or uploaded to the school website including the school's Twitter feeds. If you do not wish your child to be included in these photographs, do not tick the permission on the Child Record Card.

### **Child Collection**

All children must be collected by an adult over the age of 16 years. We will only allow your child to leave with an appointed person. If someone other than the appointed person is collecting your child, please telephone to let us know and we may require evidence of the person's identity on arrival.

Miller Club finishes at 6pm. It is important that your child is collected on time. Please contact the School Club via the school office before 3:15 or by telephoning the club thereafter if you know you are going to be late.

If you are late collecting your child we reserve the right to charge an extra fee for every 15 minutes that you are late. This is necessary to pay staff to stay on and look after your child.

## **Behaviour and Conduct**

Miller Club staff will at all times maintain a courteous and professional attitude towards children, parents and carers and other staff.

We will not tolerate staff being spoken to in an abusive or threatening manner by parents, carers or children. Such behaviour may result in the termination of a place.

We will support parents/carers in managing children's disruptive or inappropriate behaviour. However, if your child's behaviour is deemed by the Head Teacher to be unacceptable or endangers the safety and wellbeing of the other children we may require your child to be withdrawn for a period of time. During this period we will address any problems with the parent/carers.

Please also see the school's Behaviour Management Policy for more details.

### **Liability**

We accept no responsibility for children whilst they are in their parents' care on academy premises i.e. prior to arrival or after collection.

- We will endeavour to keep parents' and / or children's property in good order.
- Liability for damage of such property is excluded except when caused by our negligence.
- Miller Club does not accept responsibility for accidental injury or loss of property.
- We maintain those insurances required by law.

## **Safeguarding children**

Please see the school's Safeguarding and Child Protection Policy for further details.

## **Property and belongings**

Please refrain from bringing in personal property to avoid the risk of loss or damage.

## **Termination**

We may immediately end our contract with you if you fail to adhere to agreements made by you to clear outstanding fees; if the parent/carers has behaved unacceptably; or if a child's behaviour at Miller Club is deemed by the Principal to be unacceptable or endangers the safety and wellbeing of the other children.

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