

# COWLERSLEY COMMUNITY OUT OF SCHOOL CLUB AND NURSERY



## **& NURSERY**

**Cowlersley Community Out of School Club and Nursery  
Cowlersley Court, 156 Cowlersley Lane, Cowlersley, Huddersfield,  
HD4 5UX**

**01484 300070  
ccoosc.office@gmail.com**

## **Agreement**

### **Cowlersley Community Out of School Club and Nursery**

Cowlersley Community Out of School Club and Nursery (CCOOSC) is a Community Interest Company set up to provide the local area with affordable, accessible childcare. The club is not for profit distribution therefore any surplus monies after running costs will be put back into the club for the benefit of the children and the community. The term 'Parents' in this agreement means anyone who has parental responsibility for the child. Please note that the Club cannot provide detailed accounts of fees paid for Tax Credit purposes it is the responsibility of the parent to request at the time of payment and keep all receipts issued by the Club for this purpose.

#### **Sessions are available as follows:**

##### Term Time Before School

7am to start of school - £2.75 per child per day for nursery and school age children

##### Term Time After School

Short Stay Session – End of School to 4.15pm, including snack and drinks £4.00 per child per day.

Full Session – End of School to 6pm, including snack, drinks and tea £10.00 per child per day.

##### Training Days / School Holidays

Short Stay – any 5 consecutive hours between 7.30am and 6pm, £15.00 per child per day.

Full Session – 7.30am to 6pm, £20.00 per child per day.

All meals, snacks and drinks are included with the exception of offsite trips where a packed lunch may be required.

Parents of children in Breakfast and Afterschool Club will also have the choice of the following 2 options.

1. To be term time only and book your children into holiday club as and when needed subject to places being available.

or

2. All year round on regular days and have a holiday club place pre booked for you. Cancellation of all year round holiday places would need to be made at least 3 weeks in advance of the day the children break up from school/nursery in order not to be charged in full for any days and trips booked.

##### Nursery

9am – 12noon      £12.00 per child per day.

12noon – 3pm      £12.00 per child per day.

9am – 3pm      £24.00 per child per day.

7.30am – 6pm      £28.50 per child per day discounted rate. Including all meals

Lunch      £1.50 per child per day

Nursery Place Deposit to reserve a place in advance £50.00 which will be used as credit towards nursery fees once your child has started. This deposit is non-refundable/transferable in the event of non-attendance/cancellation.

15/30 hour Government Funding for 2, 3 and 4 year olds can be used as part or whole payment for any sessions used in 30minute increments. These free hours can be used in a maximum of 2 settings, flexibly on days and hours to suit parent's and children's individual needs. More information on the eligibility of Free Nursery Funding can be found at:

<https://www.gov.uk/help-with-childcare-costs/free-childcare-and-education-for-2-to-4-year-olds>

### **When you can start claiming free funding?**

The date you can start claiming depends on your child's birthday.

#### **Child's birthday**

1 January to 31 March

1 April to 31 August

1 September to 31 December

#### **When you can claim**

The beginning of term on or after 1 April

The beginning of term on or after 1 September

The beginning of term on or after 1 January

Places can be term time only (38 weeks) or Full time (50 weeks) and free hours will be shared out over the full term of the booking. Parents can change their preference of how hours are applied (term time or full time) at the start of each term. Once the term has started this cannot be amended until the following term. Hours cannot be saved or banked from one week to use at a later date. If you cancel a funded session and book an additional/alternative day, that day will be charged at the normal day rate. In order to register your child for a Pre-School Place you will need to provide your child's Birth Certificate for staff to copy. All children aged 0 to 5 years will be given a Key Worker or nominated person who will monitor their progress and complete their EYFS Online Learning File. The EYFS Profile summarises and describes children's attainment at the end of the EYFS. It is based on ongoing observation and assessment in the three prime and four specific areas of learning, and the three characteristics of effective learning:

#### *The prime areas of learning:*

communication and language

physical development

personal, social and emotional development

#### *The specific areas of learning:*

literacy

mathematics

understanding the world

expressive arts and design

#### *Characteristics of effective learning:*

playing and exploring

active learning

creating and thinking critically

Your child's Key Worker will be there to be a first point of contact and assist you with any questions or concerns about your child.

### **Cancellation**

Breakfast and After School Club - Once a Booking has been made, we require a minimum of 96 hrs notice before the start of the session to cancel a booking in order not be charged. This is so we can plan staffing, food and activities. Please note that the cancellation period is in hours and not days so that there can be no confusion as to when you need to cancel as session as there is a clear cut off time. For example:

- An afternoon place booked for a Monday would need to be cancelled before 3pm the Thursday before in order not to be charged. If you cancel any time after 3pm you will be charged.
- A Breakfast place booked for a Wednesday would need to be cancelled before 7.30am the Saturday before. A cancellation made after 7.30am will mean you will still be charged.

Nursery places that are funded require a 4 week notice of cancellation, cancelled funded hours cannot be saved, banked or rolled over for another day. If you cancel a normal funded day and book an alternative day in the same or future week the new day will be charged at the normal daily rate. Places that are not government funded and are paid for require the 96hrs notice as with breakfast and after school club.

**Holiday Places** –This date is 7 days prior to the day the children break up from school for general holiday cancellations. Once the cancellation period has passed, we do not swap/change/credit or cancel sessions and the full cost will still be payable. If you have opted for all year-round care then you will need to provide 3 weeks' notice prior to the day the children break up for the holiday. Holiday deposits and trip costs are non-refundable in the event of cancellation.

The 96hr cancellation policy is not to be used to pre book sessions in advance and then cancel the same sessions on a regular basis. Parents using the cancellation policy repeatedly in this way will be contacted to discuss their circumstances. There are no exceptions to our cancellation rules. Please do not ask staff to make an exception for you as this puts staff in a difficult position, we have policies in place and need to stick to them. You can cancel a place by phoning during opening hours 01484 300070 or emailing [ccoosc.office@gmail.com](mailto:ccoosc.office@gmail.com) **7 days a week**.

The rules for payment of fees applies to all instances of absence such as, but not limited to sickness, holiday, unforeseen circumstances and isolation.

If the nursery closes or is unable to open fees will not be charged.

### **Late Collection**

A charge of £10per child will be made for collections after your booked session end time and a further charge of £10 per child for every 15 minutes or part of thereafter will be made until the child is collected. All children should be collected and off the premises by 6pm. If you would like to speak to staff or have fees to pay please ensure you arrive before 5.50pm so that this can be taken care of before 6pm, as after this time staff may not be able to deal with your request.

### **Late Payment of Fees**

Fees are payable on a weekly basis unless agreed otherwise. Any fees not paid by the close of business Friday in the week that they were accrued will incur a charge of £10 per week/part week, per invoice until the balance is paid in full. Any places booked for the following or future weeks will be suspended until full payment is made. If you are struggling to pay your fees, please speak to a member of staff.

### **Collecting Children from School**

Parents must inform Club staff if their child/children are not able to attend the club, this will stop any cause for concern for missing children. Children collected from School will be escorted to the Club by means of a staff supervised walking bus or vehicle when available. All staff collecting children have DBS checks. Any child in High School that makes their own way to the club will need to reach us by 3.30pm. If the child has not reached the club by 3:30pm procedures for lost children are followed. If your child/children attend any after school activities, please inform a member of staff to avoid worry.

### **Children's Departure**

Staff must be informed if anyone other than the adults recorded on the registration form, are collecting children and the password must be used before the child/children will be allowed to leave the setting. The password will be requested before gaining entry to the setting and access will be denied if appropriate password is not given. Children will not be able to leave without a responsible adult; all children must be picked up by persons over the age of 16. In the event of anyone sent to collect a child/children without prior notice, staff will contact the person on the child's registration form with parental responsibility for the child/children, before they can leave the premises.

### **Uncollected Children**

Updated May 2021

Staff will allow time for the designated person collecting the children to arrive. If the designated person has informed Club staff that they have been delayed, then an estimated time will be agreed. In the event that no one has contacted Club staff, all contacts and emergency contacts as per the registration form will be contacted by the Club Manager. In the event that no one is reachable the Manager will assess the situation, the procedure will be as follows: Children attending the out of school club should be collected by 6pm however, if they have not been collected by 6:45pm and parents cannot be contacted, social services will be informed.

### **Sick Children**

If a child becomes ill whilst in our care the designated person will be contacted. Time of illness and the nature of the illness will be passed to the parent and they will be asked to collect the child as soon as possible. In the event of the child showing signs of infectious diseases the designated parent will be informed and asked to collect the child as soon as possible. An exclusion period will be in place according to the illness and appropriate authorities will be notified. All children presenting signs of illness will be placed in a quiet area by a member of staff and observed until designated parents/persons have arrived to collect the child. This includes government enforced/suggested periods of isolation. The rules for payment of fees applies to all instances of absence such as but not limited to sickness, holiday, unforeseen circumstances, and isolation.

### **Holiday Club / Training Days / Residential Trips**

When booking a place Parents and Carers will be required to pay a non-refundable/transferable deposit of £10 or 10% of the total fees whichever is the greater, plus trip costs in full within 3 days of booking. All other payment arrangements for the holidays will be outlined in your booking confirmation. Any additional days booked once the holidays have commenced will need to be paid for in full at the time of booking. Deposits and trip costs are non-refundable/transferable in the event of cancellation.

### **Club rules and expectations**

- 1. Listen when others are talking**
- 2. Follow instructions**
- 3. Walk calmly inside the Club**
- 4. Speak kindly to others**
- 5. Show respect for everyone**
- 6. Respect the clubs equipment**
- 7. Be responsible for your own belongings**

The Club enforces a code of behaviour which creates a safe environment for everyone. We will ensure that all staff, children and parents know what behaviour is expected of them. We will work alongside the parent in cases of unacceptable behaviour and all children will be asked to follow to the rules and expectations. The Club will continue to provide information about the child's behaviour to parents and arrange for parents to discuss their child's progress and set targets for the future. We will listen to any concerns the parent/carer may have and enable the parent/carer and child to make a clear commitment to working together.