

**Hutton CE Primary School**  
**Parent information Booklet**  
**Hutton Out of Hours Provision (HooHP)**

Located on the schools premises, Hutton out of Hours Provision (HooHP) offers:

- Breakfast Club
- After School Club

**We aim to:**

- Provide an inclusive, happy, safe and stimulating environment for children of primary school age to play, learn and develop freely.
- Help children to develop responsibility for themselves and their actions and to become competent and co-operative individuals
- Encourage children to have a positive attitude and respect for themselves and others.
- Promote a positive relationship with parents and work in partnership with them to provide high quality play and care for their children
- Offer inclusive services that are accessible to all children
- Promote the Christian ethos of the school.

**Our clubs are committed to meeting the needs of parents and carers by:**

- Listening and responding to their views and concerns.
- Keeping them informed of our policies and procedures, including opening times, fees and charges and our programme of activities.
- Encouraging communication with parents.

**We are committed to providing:**

- Care and activities that put the needs and safety of the children first.
- Access to a variety of facilities and equipment under safe and supervised conditions.
- An inclusive play environment where bullying and discrimination will not be tolerated.

If you feel that you want to share any matters regarding your child's welfare, please come and talk to us. We are available on a daily basis to talk to you during a session, or we can be contacted by telephone.

**Our Staff**

Our team of staff have suitable qualifications and experience in childcare and undergo continual training to ensure the best care for your child. All staff undergo DBS checks and have first aid and food hygiene qualifications. All staff treat children as individuals with equal respect; our partnership with parents is highly valued.

### Bookings and Enquiries

For Bookings/Enquiries please contact the Hutton Out of Hours Provision or call in during one of our sessions.

Hutton out of Hours Provision:07928 768355 or School Office: 01934 812852

Breakfast Club	7:45 - 8:45 am	£3:00
After School	3:20-6:00pm	£5:00

### Payments and Booking Procedure

All payments must be paid at least weekly in advance. You will be provided with booking forms to book for the following week, which must be submitted with payment by the Thursday before.

For term time bookings forms must be submitted with payment by the Thursday before the holiday.

Parents may use the form to book for more than one week at a time.

Parents will be allowed to book up to a half term in advance. If used in this way, parents must indicate the 'to and from' dates and should include the correct payment to cover all sessions. If parents choose to use the booking facility in this way the same terms and conditions apply (i.e. sessions will be charged for non-attendance unless the child is sent home ill that day.) We regret that cancellations from Breakfast Club and After school club cannot be made as staff have to be booked in advance.

We may accept casual or emergency bookings provided we have a place available. Please check availability first then pay for the session prior to your child coming to the club, if possible, or otherwise the next school day.

If you require additional sessions, please check for availability first, then send a booking form stating clearly the requested dates and forward, together with your payment, to the school. Please note that additional bookings will not be accepted without prior payment.

Under special circumstances we may allow parents to substitute a session during the month, providing we have places available and the request is made at least a week in advance. Sessions cannot be substituted if a child is absent at short notice.

Payments can be made by parent pay. Booking forms should be handed to the school office. If booking and payment is not received by the established date, your child will not be expected at the club, even if she/he is a regular member. Should payment not be received by the established date without prior consent

from the Out of Hours Provision team, then we reserve the right to withdraw your child's place.

**I agree to give a minimum of one week's notice or one week's fees in lieu of notice if, for any reason, my child is to leave the after school club.**

### Registration Form and Parental Agreement

It is crucial that the Confidential Contact Details Form is completed in full as it provides contact names, your child's doctor, allergy information, any special requirements and gives staff contact information needed in emergencies. The club must be notified immediately of any change of these details. A child cannot be accepted in the club without the signed Registration Form and Parental Agreement.

### Absences

The club must be notified in advance of the absence of a child. This is important for your child's safety as if we are not advised we do not know for what reason the child is missing. Please telephone the school to report about any absence. When you inform the school of your child's absence, please advise that they would normally have attended Out of hours provision for that day and then the school will advise the staff. If the school office is closed please advise HooHPs directly.

### Drop off and Collection of Children

Breakfast Club - you can drop your children off from 7:45am in the morning but please do not leave them unattended at the entrance.

After School Club - At the end of the school day the KS1 children attending the club will be collected from the classrooms by our staff. KS2 children are expected to make their own way to the club. To ensure the safety of your children we operate a strict policy with only prebooked children being collected. The children must correspond with our collection list. This list is also kept by the school office, so that they know who will be collected each day. If your child is sick or is unable to attend the club please contact the team or the school on the contact numbers provided.

After School Club - you can collect your children at any time during the course of the session, as long as they are collected no later than 6:00pm. You will need to pay for the whole session even if you collect your children earlier. If there is a problem in getting to the club on time, then the parent must ring the club to advise of the reason for the delay and make alternative arrangements for the collection of the child.

If you make alternative arrangements for the collection of your children, you need to notify the club, giving details of the person who will be collecting the on your behalf.

### Late Collection

If you are running late to collect your child/children, please inform us as soon as possible. The club reserves the right to charge for late collection in order to cover the staff time. A fee of £5 per child may be charged for the first 15 minutes and further £5 per child for any subsequent 15 minute period. This situation will only be accepted occasionally or under special circumstances.

If the parent is persistently late or fails to collect a child, the club will inform Social Care as staff cannot assume responsibility for the child after the end of the session.

### Behaviour

Hutton Out of Hours Provision (HooHP) is a place where children feel welcome and safe, can have fun and be happy. It should be a place where they can make friends and be themselves as well as a place where they can try new activities. The clubs expectation from children is to be kind and considerate towards other people and to look after the equipment. If a child behaves inappropriately, the course of action will be to:

- 1) Observe the situation, speak to the child to establish the reason and help the child to reach a fair solution.
- 2) If the situation continues, the club will discuss with the parent concerned.
- 3) The club reserves the right to ask parents to remove a child who refuses or consistently fails to abide by the clubs expectations. All members of staff will treat children with respect and sensitivity and are expected to behave in a responsible manner.

### Policies

All school policies will apply in terms of equality and diversity, confidentiality, and health and safety related matters. Hutton CE Policies are available on the school website.

### Child Protection and Safeguarding

All our staff understand their responsibility to be alert to the signs of abuse and are aware that they should report such concerns to the Headteacher. All staff employed have received safeguarding training.

### Child's Safety

For all children's safety no adult is allowed to enter the children's toilets. If a parent/carer needs to help their child in the toilets a member of staff needs to be notified, this is to ensure our children's safety at all times and the club would appreciate your co-operation on this matter.

### Illness

If a child is ill during a session, the parent will be contacted. Should the child suffer from an infection or infectious illness, the club will ask the parents to collect the child immediately, with the understanding that the child will be accepted back at the club when he/she has recovered. This action is necessary for the protection of other children from infections and illnesses.

In the event of an absence due to illness a credit against a future session will be offered.

### Medication

Staff are not obliged to administer medicines to children. Our medicine policy is in line with government advice to ensure the health and safety of the children.

### Pupil medical diets and Food allergies

It is the responsibility of the parent/carer to complete the section on medical conditions on the confidential details form and to advise the staff of any changes.

### Breakfast Club

We offer a light breakfast such as toast or cereal, and juice. Following this the children will have a range of play activities to occupy them until school starts.

### After school Club

Hutton After school club does not currently offer snacks but parents may send a snack with their child if they wish.

### Waiting List

The club will notify parents of the availability of spaces on a first come, first served basis with first consideration given to siblings of children already attending the club and secondly to those children waiting for regular weekdays.

### Complaints/Concerns

We will strive to resolve any concerns. Should you have any cause for complaint, in the first instance please contact the person in charge. If you feel your concern has not been resolved and you wish to take the matter further please speak to the Deputy head. If you are still not satisfied please refer to the school complaints procedure.

**Parental Agreement**  
**Hutton Out of Hours Provision (HooHP)**

- 1) I agree to pay all fees in advance as per the parent information booklet.
- 2) I understand the late collection of my child may incur charges according to the schedule contained within the parent information booklet.
- 3) I agree to give a minimum of one week's notice or one week's fees in lieu of notice if for any reason my child is to leave the setting.
- 4) I understand that absences from Breakfast Club and After School Club will not be refunded but may be credited against a future session.
- 5) I understand I must use the booking form as per the parent information booklet to book all sessions. If I book more than one week at a time I understand that the same terms and conditions apply regarding non-attendance.
- 6) The school reserves the right to increase the said fees at any time upon giving one calendar month's written notice of the proposed increase to the parent/carer.
- 7) I understand that in the event of illness my child should not attend a session or be collected promptly. I agree to keep them off for 48 hours from outbreaks of sickness and diarrhoea.
- 8) I understand that my child's records will be held on a computerised data base and that this is protected by the Data Protection Act 1984 and 1998 and that they will be used for no other purpose than Club business. I understand that if I require a copy of this personal information I must make a request in writing.
- 9) I understand that staff have a duty to follow specific child protection procedures should any concerns be made and that there is a Safeguarding Children Policy available for me to view at any time.

**I have read and understood the Parental Agreement and I agree to be bound by it and any other relevant booking terms and conditions that are issued from time to time.**

**Signed:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Parent/Carer**

**Name of Child** \_\_\_\_\_