**What About Safety?**

Our Health & Safety policy includes risk assessing all activities. At least one of the staff will be a qualified first aider and they have direct access to a Designated Safeguarding Lead. Any accidents will be recorded and reported to the person collecting your child, using a written form. If an incident requires emergency services, we will contact them and you simultaneously. **YOU** **MUST ENSURE WE ALWAYS HAVE UP-TO-DATE CONTACT DETAILS**. You will be asked to complete a registration form prior to your child attending which will be held confidentially by the club.

**Expectations**

We want the children to enjoy their time at Oceans and expect children to be polite and respectful to staff. We will inform you of any poor behaviour and reserve the right to refuse places to poorly behaved children. If you have any concerns or a complaint, these can also be addressed to Mrs Taverner, Mrs Chanin or the Headteacher.

**How much, how long and how do I pay?**

If children have not prebooked a snack they are welcome to bring their own but please be aware we are a nut free school.

**Breakfast and afterschool club sessions are:**

|  |
| --- |
| **Morning sessions**  |
| **Time** |  | **Cost** |
| 7.30am – 8.35am | No snack | £4.50 |
| 7.30am – 8.35am | With snack | £5.50 |
| **After school**  |
| End of the Day - 4pm | No snack | £4.50 |
| End of the Day 4pm | With snack | £5.50 |
| After club till 5pm  | No snack | £4.50 |
| After club till 5.30pm  | With snack | £5.50 |
| After Club– 5.30pm | No snack | £6.75 |
| After club 5.30pm | With snack | £7.75 |
| End of day – 5pm | No snack | £9.00 |
| End of day – 5pm | With Snack | £10.00 |
| End of day - 5.30pm | No snack | £11.50 |
| End of day – 5.30pm | With snack | £12.50 |

Please note, charges apply per child per session.

***Please note, children collected after 5.30pm will be charged a late collection fee of £10 per child. This fee covers the overtime for the members of staff on duty. Persistent late collection will result in our Wraparound Care service being withdrawn.***

**How Do I Book a Place?**

All booking and prepayment are made through ParentPay. Places need to be booked by midnight the night before the requested session.

 **No bookings will be accepted on the day unless under extreme circumstances, this is due to ensuring we have adequate supervision ratios.**

**Registrations forms must be completed before any child/ren can be accepted into Oceans.**

If any issues please contact the Office.

Family credits can be claimed towards payment. For help with childcare costs contact the Inland Revenue & Customs Helpline on 0845 3003900. A guide can also be viewed at the club or school office.