

## Find Your Wild After School Club Terms and conditions

FIND YOUR WILD is a Community Interest Company (CIC) operating an independent after school club for wrap around care for the children of Dunsford Community Academy.



### Aims

- Provide opportunities for fun, enjoyment and learning through a range of outdoor and indoor activities with a focus on connecting children to the natural environment
- Encourage children to develop friendships between age groups and work together cooperatively
- Build confidence and develop resilience
- Inspire creativity



### Hours

- The after school club runs during term time (except bank holidays and INSET/non-pupil days).
- Each session lasts 2 hours, from 3.30pm to 5.30pm. Check latest information for days of the week.
- Children can be collected at any time during the hours the club runs.



### Admissions and booking

- The club is currently open to children in years 2 to 6.
- All spaces are subject to availability based on ratios and are allocated on a first come first serve basis.
- Sessions must be booked and paid for half termly in advance.
- To book sessions contact Jo Twelvetrees [jtwelvetrees@findyourwild.org](mailto:jtwelvetrees@findyourwild.org) / 07837988619
- Registration forms are available via email or from the school office. Signed and completed forms should be returned to Jo Twelvetrees either in person or via the school office.
- All registration forms, disclaimers and booking forms, must be completed and signed prior to a child starting at the club.
- Emergency contacts and password must be given before a child can attend the club.
- Confirmation of a place will be given by email or verbally.



### Fees

- The cost of the club is £9.75 per child per session (siblings pay £9.25 per session). This includes the provision of a drink and snack.
- Fees are payable half termly in advance and invoices will be sent at the beginning of each half term.
- Payment of fees should be by BACS, cash or cheque (payable to Find Your Wild Ltd). If payment is made by cash, it is your responsibility to obtain a receipt from the Find Your Wild as proof of payment. NB: We are currently unable to accept childcare vouchers.
- A notice period of one calendar month, fully paid, is required for the cancellation or alteration of arrangements, which result in a reduction of sessions required.
- If a regular slot needs to be changed to different days, and space is available, a minimum of one full week's notice must be given, or fees will still be payable.
- Find Your Wild reserves the right to terminate this contract immediately in the event of unsuitable behaviour or non-payment of fees. In any other circumstances, half a term's notice will be given.
- If a parent/carer is experiencing difficulty with payment of their fees, they should contact Find Your Wild management as soon as possible.
- In the unlikely event that there is debt against an account, the place will be cancelled until all fees have been paid. The place may be reinstated once all outstanding debts have been cleared, in agreement with Find Your Wild management, and subject to availability.



### Absence

- We will not be able to offer a refund or exchange days if a child does not attend. This is also applicable for personal holidays and sickness.
- If Find Your Wild cancels a session, a full refund will be given. The only possible cause for cancellation would be for reasons beyond Find Your Wild's control, such as school closure due to adverse weather conditions or problems with the building i.e. no heating or water supplies, or staff sickness. In the event of closure, all parents will be contacted immediately by phone, email or text message.



### Venue

- The after school club is normally based in the school forest.
- If the club is being held in a different location on the school premises, signs will be displayed informing parents of where to collect their children.



### Register and Collecting

- All children will be escorted to the forest at the end of the school day. When the club is running indoors, KS2 children will be allowed to make their own way to the club, unless there is a need for an adult to accompany them.
- If your child is attending another after school activity on site prior to their attendance at Find Your Wild after school club, it is important that parents give details of such clubs and their timings to Find Your Wild staff.
- A register of children who attend the club is taken at the start of each session. This register is filed in the Find Your Wild after school club folder.
- Parents should collect their children from either the school forest or the school hall.
- **Parents are required to sign the register when collecting their child. They must also inform Find Your Wild leader before leaving with their child.**
- If a parent is unable to collect their child as arranged, they must call the number at the bottom of this policy immediately.
- If someone else will be collecting a child, Find Your Wild staff must be informed by telephone.
- Each family must agree a password, to be used by other adults collecting their child.



### Late collection

- If a child is collected late, a charge of £10 will be made for every 15 minutes, or part thereof, beyond the collection time.
- If a child has not been collected by 5.30pm, parents will be contacted in the first instance by telephone. The emergency contacts will be telephoned in the second instance. If these contacts are unavailable after approximately 30 minutes, the police or Social Services will be contacted.



### Activities/ Provision

- A range of age appropriate activities are planned each session for the children alongside free play. These may be outdoors or indoors. Children will be expected to have suitable outdoor clothing and footwear for all seasons which can be kept in school. A list of items is given to all parents /carers when first registering their child(ren).



## Behaviour

- Children and staff are expected to follow Find Your Wild's Behaviour Policy while attending the club.
- In the event of any poor behaviour, the club staff will follow Find Your Wild's behaviour policy and procedures.
- If poor behaviour is serious and/or persistent, parent/ carers will be informed either verbally or in writing and asked to meet with staff.
- If poor behaviour continues, or there is a particularly serious problem adversely affecting the health and safety and happiness of themselves or others, then the offer of a place at the club will be removed.
- Only in extreme cases will a child be excluded for a fixed term or permanently.



## Health and Safety

- Staff must follow the Find Your Wild Health and Safety and Safeguarding Policies and related documents in the Find Your Wild Handbook, to ensure the safety of all children.
- **COVID-19 SECURE: policies and risk assessments have been updated in the Find Your Wild Handbook to take account of the current pandemic and we expect children and staff to follow these guidelines at all times.**
- The procedures to follow in the event of a fire or evacuation are detailed in the Handbook.
- All staff must make themselves familiar with the above documents.
- In case of emergency (such as medical or missing child) Find Your Wild management will be informed immediately, and procedures followed.
- There must be a qualified first aider on site during sessions.
- A first aid kit will be taken outside when children participate in outdoor activities.
- All accidents will be recorded in the accident book and a medical form will be completed. The accident will be reported to the parent/carer when collecting their child.
- Parents/ Carers of any child who becomes unwell during their time at the club will be contacted as soon as possible.
- Find Your Wild must be made aware of any child with SEND, with or without Education and Health Care Plans. If your child requires 1-1 support and this represents extra staff costs, Find Your Wild reserves the right to charge extra for this.



## Staffing

- All Find Your Wild staff will adhere to the Find Your Wild policies found in the Handbook.
- The maximum number of children will not exceed a ratio of 1 adult to 4 children (1:4) for 3 year olds and 1 adult to thirteen children (1:13) for 4 year olds and over.
- All Find Your Wild Leaders are enhanced DBS checked and must have attended Child Protection induction and/or training.
- Staffing arrangements are considered to meet the needs of children who have special needs.
- The club will be led by Level 3 or higher qualified leaders plus an assistant.

### **BANK DETAILS:**

**Name:** Find Your Wild

**Sort Code:** 08-92-99

**Account no:** 69744174

**Bookings and payments:** 07837 988619 (Jo Twelvetrees – Director); Email: [jtwelvetrees@findyourwild.org](mailto:jtwelvetrees@findyourwild.org)

**Enquiries/Contact during the session:** 07837 988619