

# Parents Information & Contract

Please keep this information to hand as it details important information relating to the policies and procedures affecting your child place at Play Fit Kids Club. A full version of our policies and procedures is available. Please ask for a copy.

## The Staff Responsible for Your Child

**Helen Sharman** is the Club Co-ordinator. As such **Helen** manages the day-to-day running of the club.

You can contact the club directly on **07931938069**, or [stmichaels@educ8group.com](mailto:stmichaels@educ8group.com) alternatively you can go into the club.

Contact the **Helen** if you:            need to change or cancel your child's day(s)/place,  
   need to report your child absent,  
   are going to be late to collect your child,  
   have a suggestion that would help us improve,  
   have a complaint.

In the event that you cannot contact the above please contact **Siobhan Hudson** on **07703831898**, [siobhan.hudson@educ8group.com](mailto:siobhan.hudson@educ8group.com)

**Kirsty Mackey** is the Registered Person and is in overall control of all Playfit Clubs.

You can contact **Kirsty** on **07817 641026**.

Contact **Kirsty** if you:    need to discuss payment of your fees,  
   would like further information concerning Working Families  
   Tax Credits or Childcare Vouchers,  
   have a complaint that has not been resolved to your satisfaction.

**Play work Staff** at the Club will be involved with nearly all of the activities taking place. You can speak to Play work Staff directly at the Club.

**Educ8** will be providing Sports and Dance activities for the Club. Educ8 instructors all have CRB Enhanced Disclosure, First Aid qualifications and appropriate sports/dance qualifications. As a company they deliver activity programmes to over 10,000 young people every week. View their website at [www.educ8group.com](http://www.educ8group.com)

## Whilst in Our Care

All Foundation & Key Stage 1 children will be collected from/taken to the Club from school.

### Toys & Games

We would like to request that children do not bring toys from home. We have plenty of toys for all ages which children have access to.

### Activities (including Specialist Sports & Dance Instruction)

Children will have opportunity to take part in a variety of sports and dance activities delivered by professional instructors from Educ8.

The Club-ordinator and the play work team will also be organising various activities to keep the children occupied and engaged, and of course for those children just wishing to relax after a hard day at school - free play is always an option! ! We also offer to support the children complete their homework, however should they not wish to do it in club time their wish will be respected.

Every day there will be a 'Things we have done today' sheet on the parent's notice board. This will list the activities children have had the opportunity to be involved in and the food they have had for snack and tea.

### **Behaviour**

The Club requires that all children's behaviour meets an acceptable standard. This means that should your child's behaviour fall below our standards it will be brought to their attention. If it fails to improve then you will be informed and the following process will be followed:

- First time - A warning will be issued
- Second time – A letter regarding unacceptable behaviour will be sent home
- Third time-Child will be suspended for a day this will be a day they are booked in the club)
- Fourth time - Child will be suspended for a week
- Fifth time - Child's place will be cancelled

You will of course be consulted and kept informed at each stage.

### **Food & Drink**

All of our food and drink has been carefully selected to offer a balanced and nutritious menu. We offer a tea-time snack (included in the price for children staying beyond 4:30pm) fruit and small snacks are available to all children.

We have a weekly menu where the snacks rotate weekly. Our menus are displayed on the Parents Information notice board.

#### **Tea-time Snack**

Although referred to as tea it is intended only as a snack to enable children to make it from school to going home for their main meal without getting too hungry.

We will try to persuade children to eat something but if they are not hungry we will not force them to eat.

### **Collecting your Child**

You are required to collect your child no later than the time you have selected unless notifying us otherwise.

Please ensure that you notify the club and provide a collection password for authorised person's collecting your child other than yourself.

### **Your Childcare Place**

If for any reason your child is unable to attend the club it is vital you inform us in advance. Please contact the Club Co-ordinator.

#### **Regular Bookings**

1. If you have regular, stable requirements for childcare (i.e. same day(s) each week) you can obtain a guaranteed place on the days and times you require by completing a 'Tick Sheet' (see attached).
2. If your childcare needs change due to shift patterns etc. but you are able to commit to at least 10 sessions per term, please book these in advance.
3. You will be billed at the beginning of the academic year for your selected sessions. It is important you keep your billing records as we charge for copy bills being issued.
4. Should you wish to add additional care to your regular needs your monthly direct debit will be adjusted accordingly.
5. Should you wish to cancel a single session 48 hours notice is required to avoid be charged.

6. Two weeks' notice is required to cancel a child's place or reduce the number of sessions they are attending.
7. Should you cancel your place any unused fees will be reimbursed to you.

### ***Ad-hoc Bookings***

1. For parents/carers needing childcare at short notice you are required to contact the co-ordinator to request the days and times you require.
2. No more than 9 sessions can be pre-booked in this way during any one term.
3. 24 hours notice of cancellation is required. If you cancel within 24 hours you will continue to be charged for the session
4. Childcare vouchers are not accepted for Ad-hoc bookings
5. This is not a guaranteed service and is dependent on availability

### ***Holiday Bookings***

1. To book a place during the school holidays you will be required to contact your Club Co-ordinator.
2. You must complete a form detailing the sessions you require
3. If paying by childcare voucher you must provide us with 2 weeks advance notice of your booking. If this notice is not given you will not be able to pay using childcare vouchers
4. Places are limited and allocated on a first come first served basis

## **Childcare Charges**

### ***After School Charges (Term time only)***

Monday – Friday, end of school- 5:45pm, includes drinks and tea time snack served at 4:30pm.

After school - 4:15pm	£4.40
After school - 4:45pm	£6.60
After school –5:15pm	£8.80
After school - 5:45pm	£11.00

### ***Discount***

We apply a 10% discount to invoices of families who have more than 1 child. The discount is ONLY applied to the sibling(s) and not to the first child.

### ***Other Charges***

- Late collection will be charged at a rate of £6 per child for each 15 minute interval.
- Failed Direct Debits and Voucher payments will incur an administration fee of £15 for each occurrence
- Copy bills are only available from Club Co-ordinators an administration fee of £5 is payable upon request of 5 bills or more.

## **Payment of Fees**

### ***Regular Bookings***

- Fees are payable via Direct Debit and Childcare Voucher ONLY

Any customers paying via bank transfer will need to sign up to our variable direct debit system.

<https://dashboard.gocardless.com/api/paylinks/OCD45FWAH9>

- This will be payable monthly over 12 months of the year.
- Invoices will be issued on the 15th of the month prior, these will be issued by the clubs directly. Any invoice queries should be sent to the club directly, Kirsty Mackey will be contacted if the club is unable to address the issue.
- Direct Debit date is the 1st of the month in advance.
- Payments are due in advance, for example childcare for September will be payable of the 1st September.
- Payments are accepted via Childcare Vouchers but these must be in line with 12 month payment schedule as detailed above. Payments required in advance.
- When an adjustment of sessions occurs your Direct Debit will be automatically adjusted taking into account payments already made and the new session arrangements. You will be issued with a revised bill.
- If a Direct Debit or Voucher Payment date is missed we will retry to collect the payment but in the event that this fails you will be charged an administration fee of £15.00.
- If invoices remain outstanding 2 weeks after the issue date the child place will be cancelled until payment is received.

### ***Ad-hoc Bookings***

- At the point of booking you will be emailed with a Bill.
- Payment is required in advance of the session via a one off direct debit payment. This can be made by clicking a button on your bill and inputting your details on a simple 3 stage form.
- Further bookings cannot be made until your payment has been received

### ***Holiday Bookings***

- At the point of booking you will be emailed with one Bill per week.
- Payment is required in advance of each week (except when paying by childcare voucher provider) via a one off direct debit payment. This can be made by clicking a button on your bill and inputting your details on a simple 3 stage form.
- Further bookings cannot be made until your payment has been received

### ***Voucher providers***

We only accept a number of providers, however we are willing to consider registration for further companies. For further information please contact Kirsty Mackey directly at [kirsty.mackey@educ8group.com](mailto:kirsty.mackey@educ8group.com). More information about childcare vouchers can be found at:

[www.childcarevouchers.co.uk](http://www.childcarevouchers.co.uk)

### ***Working Families Tax Credits***

These may be able to contribute towards the cost of your childcare. Please contact HMRC for further information: <http://www.hmrc.gov.uk/leaflets/wtc5.pdf>

If you are claiming the childcare element of Working Families Tax Credit please retain the bill we provide you as proof.

### ***Financial Hardship***

Parents unable to meet the payment structure due to unforeseen circumstances should at their earliest opportunity discuss their individual needs with Kirsty Mackey.

### ***Non-Payment of Fees***

Where fees have not been paid and we have not been contacted in advance we WILL follow this procedure:

- Notification of default payment will be issued
- A 5% late fee will be added to the outstanding balance
- Payment in full will be required within 7 days of notification being received.
- If your account is still in arrears 7 days after notification is received your Child's place will be suspended and a 5% late fee will be added to the outstanding balance
- Avoidance of payment WILL result in enforcement proceedings

### **Making the Club Better!**

We welcome any suggestions you may have aimed at improving your child's experience with us. Please have a chat with a member of staff, or feedback via our website [www.playfitkidsclubs.co.uk](http://www.playfitkidsclubs.co.uk) with your comments.

If you have a complaint:

1. Contact **Helen Sharman** and discuss.
  - a. If a resolution is not found
2. Complete a complaints form (available from the Club) and return to the Club
  - a. The complaint will be fully investigated and a written response provided within 15 working days
  - b. If you are dissatisfied with the response, inform **Helen Sharman**.
3. Your complaint will then be passed to **Siobhan Hudson** who will adjudicate the case and provide a written response within 15 working days.
4. If you remain dissatisfied you can submit a complaint to OfSTED (Tel. 0300 123 1231) by quoting our OfSTED number: **EY487655**

**Thank you for choosing PlayFit Kids Clubs.**