CATS Terms and Conditions for Parents

C A T S

(Collis After Time Scheme)
c/o Collis Primary School
Fairfax Road
Teddington
Middlesex
TW11 9BS

Tel: 020 8973 0609
Email: CATS@collis.richmond.sch.uk

CATS parents should read these Terms and Conditions carefully

Please keep a copy of the Terms and Conditions for your records.

CATS Terms and Conditions for Parents

Introduction

These are designed to give everyone involved with Collis After Time Scheme (CATS) a clear picture of how the scheme is organised. Our aim is to establish good practice and clear guidelines as to what parents, staff and children may reasonably expect from one another.

Eligibility

CATS is open during term time and is available to all children from Reception to Year 6 who attend Collis Primary School full time. It is based at Collis Primary School, Fairfax Road, Teddington, Middlesex TW11 9BS. All queries should be directed to the CATS Manager, Paul Dowsett – tel: 020 8973 0609 / email: CATS@collis.richmond.sch.uk (daily 11.15am to 5.55pm)

Session Times			**Charge per session**
Monday - Friday	Breakfast Club	7.30am – 8.50am	£9.00
	After School Club	3.15pm – 5.55pm	£20.00

NURSERY FEES: £22:00 PER SESSION

Please note, extra ad hoc sessions are charged at:
£11.00 - Breakfast Club
£25.00 – After School Club

PLEASE INFORM THE CATS MANAGER OF INTENTION TO WITHDRAW YOUR CHILD FROM CATS OR AMEND THEIR SESSIONS OF ATTENDANCE VIA EMAIL. CHILDREN ARE AUTOMATICALLY RE-ENROLLED EACH HALF TERM UNLESS OTHERWISE NOTIFIED. NOTICE OF HALF A TERM MUST BE GIVEN OTHERWISE A CHARGE WILL BE INCURRED.

The Aims and Objectives of CATS

CATS aims to provide good quality before and after school care at a reasonable cost, where the children can benefit from a secure, caring environment.

The following general principles will be employed at CATS to ensure overall good practice on a daily basis:

- Children's welfare and development are paramount.
- The children will be required to follow simple instructions from CATS staff in order to maintain a safe and happy environment.
- Different cultural and religious values will be recognised and respected.
- There will be a commitment to equal opportunity.
- Children will be treated and respected as individuals.
- Parents' responsibility for their children will be recognised.
- Activities will provide stimulating play opportunities with a comfortable area for relaxation.
- Parents' needs may differ from their children's needs.

- Bullying will not be tolerated.

Admissions, waiting lists and notice period

Administration of the waiting list is delegated to the CATS Manager.

Payment of Fees

Fees must be paid in advance upon receipt of invoice (issued twice termly). Fees are non-transferable and non-refundable when CATS remains open. Payment must be made for all sessions booked prior to children attending. Refunds will not be given if the child is absent due to illness, on holiday or any other reason unless CATS is closed.

Payment of half-termly invoices can be made by childcare voucher, the Government childcare scheme, cash, card, cheque, or via the school's online payment systems (SCOpay). Payment of ad hoc sessions can also be made via ParentMail.

To make payment by ParentMail go to *account*, *shop* and then *CATS*.
For childcare voucher payments please use the following details: Ofsted number: 102903, post code TW11 9BS - Collis School.

The Manager has the right to issue a formal warning to the parent/carer and inform them that continued late payment of fees will result in their child's place at the Club being forfeited. Under exceptional circumstances, the Manager may agree to allow the child to continue attending the Club for the remainder of that week. Each case will be considered on its merit.

To cover the cost involved in chasing payment, there will be an administration charge of £20.00 for late payment of fees.

The Management of CATS

CATS was originally a scheme run by parents of children at CATS. In September 2013, management of CATS passed to the school. The school is now responsible for all aspects of CATS services. In recognition of parents' continued interest in CATS, a survey is sent out once a year and the results of the survey are discussed with the school managers.

The Day to Day Running of CATS

Parents' first point of contact for queries is the Manager, whose responsibilities include:

- Co-ordinating staff, ensuring that the approved ratio of staff to children is always met and that a full range of activities is available.
- Receiving applications for places at CATS, maintaining the waiting list, registering children as places become available.
- Liaising with line managers re staff recruitment, purchase of equipment, expenditure etc.
- Maintaining the Accident Book and Daily Log.

Children attending CATS should be collected from the main CATS hall. The entrance is via the staff car park, double doors along the main building.

Children's Behaviour

A copy of the Behavioural Policy is on display in CATS. It is very important that all children at CATS feel happy and secure and the staff work hard to achieve this. The children need to be aware that their co-operation is important and parents/guardians are asked to review the following rules with their children:

- We make our way to the meeting place as quickly as possible when school ends.
- We are responsible for our own possessions.
- We listen carefully to and follow instruction promptly.
- We show consideration for others and speak politely.
- Bullying causes much unhappiness, and is not tolerated.
- We take part in a range of activities and help other children and staff if needed.
- The building and equipment are respected and kept clean and tidy.
- Bad behaviour to staff or other children, such as aggression or using bad language, is not tolerated.

Parent's Responsibilities

It is vital that everyone co-operates so that CATS can run smoothly. When children are accepted and given a place at CATS, parents are asked to complete and submit an online form which constitutes a contract.

CATS is fully self-funding. The school cannot use its funds to pay for any aspect of the CATS service. Therefore, it is essential that invoices are paid on time.

Parents must ensure that contact details are always up-to-date. All documents which require parent/guardian signatures must be completed before any child attends CATS.

Parents should:

- Speak to the Manager with any ideas or suggestions;
- Check the notice boards regularly and ensure that they have seen copies of the CATS policies on Admissions, Behaviour, Equal Opportunities, Health and Safety and Child Protection; and
- Note that, under Child Protection Legislation and as with any other childcare providers, CATS is obliged to contact Social Services if there are any concerns about any child or children.

Problems

It is most unusual for any child to find difficulty in settling in and enjoying CATS. If a child is unhappy or persistently behaving in a way which interferes with other children's welfare, the CATS Manager will discuss the matter fully with the parents concerned. Similarly, any parental concerns should be raised with the Manager.

If the problem cannot be resolved readily, the Manager will arrange a meeting with the child's parents and the Headteacher to discuss the best way forward. The child will be placed immediately on two weeks' probation. If their behaviour improves then they will be given two further weeks' probation. If their behaviour does not improve or is deemed a danger to others they will be excluded immediately.

The school's Complaints Policy and Procedure is available on the school website (Enter site / About us / School policies).

Food at CATS

CATS adheres to the Collis Primary School policy of being a nut free school. At both sessions we provide a wide variety of healthy and balanced snack food. A full list of our menu is on display in the CATS room. Any allergies should be listed within the application form.

This is an example of a day's menu:

Morning session: Daily selection of toast with a choice of jam or savoury spread, cereal, porridge (during the winter months) and fruit salad

Afternoon session: Variety of fruit or vegetables eg. apple, peppers, bananas, carrot and sultanas, a selection of cheese with rice cakes or crackers and a selection of sandwiches, wraps, baguette or crumpets (1 x sweet and 1 x savoury - filling selections meats / tuna fish / jam).

Assisted Places

Assisted places are available in cases of hardship. Please speak to the Manager if an assisted place is required. These are subject to availability. The following criteria will apply:

- Each applicant will be assessed individually.
- A reference will be sought from, for example, a statutory body, college, or employer.
- Any special restrictions on Grants awarded to CATS by organisations/charities will be adhered to.
- Places awarded will be reviewed on a termly basis.
- All applications will be regarded as strictly confidential.

Absence

It is vital to let the Manager or another member of CATS staff know by means of an email, telephone call or in person, if your child is not going to attend a session which has been booked.

If a child does not arrive when expected, it is a matter of considerable concern and if a reason for absence, e.g. non-attendance at school, cannot be found and the parent/guardian cannot be contacted we will contact the police.

Collection of Children

It is very important that children are collected by the end of the session promptly. Please make alternative arrangements if you are going to be late, and inform the Manager of the situation. Afternoon sessions end promptly at 5.55pm.

The Manager will monitor the collection of children and a charge of £10.00 per 15 minutes will be incurred by parents who collect late – after the 5.55pm deadline. To comply with Council Policy, if the child is not collected by 30 minutes after the deadline, Social Services will be informed.

First Aid, Accidents and Illness

Accidents can occur at any time. We will ensure that at least one member of staff on duty has a current First Aid certificate. This person will be responsible for the first aid equipment and, in the case of any emergency, takes charge of the incident. All staff will be familiar with procedures.

In accordance with the school policy, medicines may be administered if the school consent form has been completed and medicines are transferred to CATS when the child attends.

In the event that a child becomes ill whilst at CATS, parents/guardians will be informed and arrangements made to take the child home.

Health and Safety

For the safety of your child it is important that CATS is aware of any disabilities, special needs or medical issues before they join. This will be achieved by filling out the registration form in detail.

Staff Training

A number of our staff have passed / attended the following courses: first aid, relevant NVQ level, Special Needs, Food Hygiene and Safeguarding levels 1, 2 and 3.

Fire Drills

A regular fire drill will take place to ensure that all children are familiar with the routine of evacuating the building safely.

ANY QUESTIONS? PLEASE GET IN TOUCH.

CATS@collis.richmond.sch.uk