



COLD HARBOUR
C of E Primary School

GROWING, LEARNING, ACHIEVING TOGETHER
Highland Close, Bletchley, Milton Keynes, MK3 7PD. Telephone: (01908) 270377

Headteacher: Claire Britnell B.Ed (Hons)
Email: office@coldharbour.milton-keynes.sch.uk

NIGHT OWLS AFTER SCHOOL CARE



AFTER SCHOOL CARE

Night Owls runs from the end of the school day until 5.30pm with the choice of booking an earlier finish of 4.00/4.15pm or 5.30pm. Children attending Night Owls will be given an individual snack.

After snack, the children will be taken outside (weather permitting) and the play workers guide and support them in their play. Our staff will be vigilant in ensuring we provide the best service for your children and maintain the high standards parents have come to expect from Cold Harbour CE Primary School. All staff are appropriately DBS checked and we always have a first-aid trained member of staff on duty.

ACCESS

Parents are asked to collect their child/ren from the school gate and ring the bell. Should any unknown or unexpected adult arrive to collect a child, they will be asked to wait outside until we have verified that they are to take the requested child home. We will establish a password system for such an event.

BOOKING PROCEDURE

Please ensure you complete a registration form for your child and keep us informed of any changes to your contact details. This will enable us to contact you immediately in case of emergency.

If you are unable to book in advance, due to shift patterns etc and you require your child to attend on an ad-hoc basis, the Night Owls team will need to know which sessions you require by the **Thursday morning** of the previous week. A booking form must be completed along with payment.

Subject to availability, short term bookings will be accepted, following completion of a booking form and advance payment giving as much notice as possible.

We are limited to 30 spaces per session.

FEES

Full session from 3.15 – 5.30pm	£7.50
Short session from 3.15 – 4.00/4.15pm	£3.00

If, in an emergency, you need to appoint someone to collect your child(ren), other than those named on your registration form, you must telephone us first to let us know the password that you will give your appointed person, which they must use or we will not permit your child(ren) to leave the premises.

MEDICATION

We are unable to administer medication to a child unless it has been prescribed by a doctor and a medical administration form has been completed.

If your child has medication in school, ie.inhalers, epipens etc, please arrange for Night Owls to have one for our medical box for emergency use. You will also need to complete a medicine administration permission form.

Please note that children must be collected by 5.30pm at the latest. Late pickups will incur a penalty charge of £5.00 for the first 10 minutes late and £1.00 per minute thereafter.

Payment must be made in advance. Our preferred method of payment is via ParentMailPMX but card payment can be made over the phone for late bookings or if you cannot access ParentMailPMX for any reason. We will require at least one week's payment to secure your child's place. Failure to do so will result in the place being withdrawn.

We accept childcare vouchers using the OFSTED registration number 110404. (Please check with Dawn Green (School Business Manager) that we are registered with your provider).

CANCELLATION POLICY

If you need to change any arrangements because of medical appointments or for other reasons, please could you advise us in writing in order that we can amend our register.

If your child does not attend a pre-booked session this absence will be charged for as we will need to cover staffing and other costs. Unfortunately, we are unable to 'swap' pre-booked sessions due to staff rotas.

No refunds/credits are given due to absences unless it is the result of a closure day or planned school residential trip. Parents providing **at least 5 school days notice** of planned absence i.e. holidays, medical appointments etc will not be charged for these days. You must inform the Night Owls team of these absences even though you may have informed the school office, otherwise you will be charged. If your child is unwell on a day that you have booked and paid for, you will only be credited for this day if the place can be filled by another child. Each day of absence will be looked at separately and you will be informed if a credit can be made.

Contact the school on **01908 270377 Option 5** if you have any queries.

BEHAVIOUR POLICY

Please be aware that we operate a behaviour policy for children attending the Night Owls Club. This includes a zero tolerance approach to poor behaviour. We record such incidents and repeated incidents will result in children being asked to leave the Club. Any deliberate damage to toys or equipment will be charged to the child's parent/guardian as appropriate.



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TERMS & CONDITIONS

1. **ADMISSIONS POLICY:** Cold Harbour Night Owls Club is open to all children attending Cold Harbour CE Primary School, aged 4 - 11 years old.
2. When arriving at the Club children must be marked into the daily Club register.
3. Unless it is requested, or optional as part of an activity, children should not bring toys, games, or valuable items onto the site. We will not accept responsibility for any such items.
4. **BOOKINGS:**
 - Bookings should be made using a booking form a minimum of a week in advance. **Fees will still be payable for non attendance.**
 - Accounts are settled **in advance** on a weekly or half termly basis. Subject to availability, short-term bookings will be accepted, payable on booking, giving as much notice as possible.

If payment is not received within a week of receiving an invoice for outstanding fees, then your child's membership with Cold Harbour Night Owls Club may be revoked.
5. **CANCELLATION:** There are no refunds /credits given due to absences unless it is the result of a closure day, planned school residential trip or sickness. Parents providing **at least 5 school days notice** of planned absence i.e. holidays, medical appointments etc will not be charged for these days. You must inform the Night Owls Team of these absences even though you may have informed the school office, otherwise you will be charged. If your child is unwell on a day that you have booked and paid for, you will only be credited for this day if the place can be filled by another child. Each day of illness will be looked at separately and you will be informed if a credit can be made.
6. **UNACCEPTABLE BEHAVIOUR:** e.g. inappropriate language or any other situation causing distress or disruption will not be tolerated. The staff reserve the right to exclude any person (child or adult) from the club should such incidents persist.
7. **MEDICATION:** We are unable to administer medication to a child unless it has been prescribed by a doctor and a medical administration form has been completed.
8. Respect for, and proper use of all property, equipment and premises is expected from the users of the club.
9. All information given to staff will remain confidential.
10. It is the responsibility of the parents to inform Night Owl Club staff of any changes to contact numbers.
11. We are fully committed to caring for children with equal concern and with regard to their Religious Persuasion, Racial Origin and Cultural Background as well as Gender or Special Needs.

ALL ABOUT THE SCHOOL NIGHT OWL CLUB

OUR AIM is to provide a safe, supervised and stimulating play environment for the children. Children have a chance to relax and enjoy themselves with a free choice of activities.

SNACK

We will provide a snack for the children at 4.20pm once all of the registered children have arrived from clubs. Nutella and other such ingredients will never be offered to children due to the risk of nut allergy. There will be no reduction of fees should your child not have snack or s/he arrives after snack is served.

ACCESS

Parents are asked to collect their child/ren from the school gate and ring the bell. Should any unknown or unexpected adult arrive to collect a child, they will be asked to wait outside until we have verified that they are to take the requested child home. We will establish a password system for such an event.

REGISTRATION

Every child attending Cold Harbour Night Owls Activity Club must be registered with us. You must complete a registration form before we accept responsibility for your child.



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Cold Harbour CE Primary School Night Owl After School Club Registration form



Child's Name:.....

Date of Birth:..... Class Year group.....

Home Address:.....

Name of Parent / Guardian:

Daytime Contact Tel No:..... Evening Contact No:.....

Mobile No:..... second Mobile No:.....

Emergency Contact: Name: Tel No:.....

Password for collection by unknown adult:.....

Doctors Name and Tel No:.....

*Details of any Special Needs:

*Details of any Cultural &/or Religious needs:.....

*Medical conditions, Allergies and Medication:

*Dietary Needs:.....

* please use separate sheet if required

I confirm that I have read a copy of the Terms and Conditions of Night Owls Activity Club and agree to abide by them.

Signature of Parent/Guardian:.....

Name Printed:

