

Bishop Road Activity Clubs

TERMS AND CONDITIONS

- **BOOKING A PLACE AT BRAC**

1. To book a place at BRAC and/or the Breakfast Club a registration form must be completed each year. All sections of the form must be completed. Parents/Carers must also sign and return a copy of these Terms and Conditions and the Agreement with BRAC.
2. There is an annual registration fee, which must be paid by BACS made out to Bishop Road Activity Clubs and in accordance with the instructions on Page 3 of the registration form. The registration will only be valid **once the payment is in the Bishop Road Activity Clubs bank account**. Please reference your payment with your children's name/s.
3. If you change your contact details during the year you must let the Administrator know.
4. Places will be allocated according to the Admissions Policy - please see website www.bishoproadactivityclubs.com
5. Places are only bookable for fixed days each week.

- **FEES AND PAYMENTS**

1. Fees are payable strictly in advance. Invoices are sent out 2 weeks before the end of term for the following term's fees. **Payment is due in full by the last day of that term.**
2. Payment by BACS only please. Bank details are: Bishop Road Activity Clubs, Account No: 20149488 Sort Code: 60-83-01. Please reference the payment with your child/ren's name/s.
3. Payments can also be made using childcare vouchers or the government tax-free childcare scheme. If the childcare vouchers are transferred electronically please reference the payment with the child/ren's name/s.

- **FINES AND ATTENDANCE – please read carefully!**

1. Invoices must be paid in full by the last day of term for the following term. We reserve the right to charge a late payment fee of £20 for payments received after this time.
2. **Two late payments within a year may result in your child/ren losing their place.**
3. Children **must be collected from the Afterschool Club by 6pm at the absolute latest** to ensure the child/staff ratios are maintained. A late fee of £5 per block of 5 minutes is chargeable for late pick-ups.
4. If your child is not going to attend a booked Afterschool Club session for whatever reason (illness, school trip, holiday etc) you must inform BRAC by leaving a message on the BRAC phone (0117 9030575) or via email to playleader@bishoproadactivityclubs.com. This can be done at any time of the day or night but must be done by 2:45pm at the latest on the day of the session. If you know of a planned absence well in advance, please ask a member of staff to make a note in the BRAC diary.
5. Please do not leave a message with the school. We are not part of the school and they have no obligation to let us know of any absences. A fine of £10 is chargeable if the Playleader is not informed of a child's non-attendance at a BRAC session.
Refunds cannot be given for non-attendance at BRAC sessions.

- **DATA PROTECTION**

1. The information gathered from this form, and any other information about your child collected during their time at BRAC, is securely stored, collected in a lawful way and used only for the purposes of the business and keeping your child safe.
2. In an emergency your children's medical details may be shared with medical professionals. Any accident forms are documented and kept securely for 3years or longer if it is a serious accident.
3. It is our duty of care to inform appropriate agencies and educational settings if there is any

cause for concerns regarding your child's welfare and safety, in most circumstances we will inform you of this first. This information is documented and kept securely for 6 years.

RULES AND BEHAVIOUR - BRAC BEHAVIOUR POLICY

BRAC has a behaviour policy that is implemented through 'time outs' to ensure acceptable behaviour by all the children. In the event of unacceptable behaviour this policy will be implemented.

Time-Out Policy:

1. The child will be asked to stop whatever they are doing before being formally warned.
2. If the child has to be asked a second time, this will be counted as a formal warning.
3. If the child then persists in not doing what they are asked they will go on 'time out' and details will be recorded in the time-out book.
4. Two 'time outs' in a week will result in the child's name being entered into the incident book.
5. Two entries in the incident book in one term will result in a behaviour meeting taking place with the Play leader, Room Leader and the child's parent/s. The child may also be excluded for up to a week. The date of exclusion is at the discretion of BRAC. On the child's return, a Positive Behaviour Report will be started to encourage good behaviour. This will last for 2 weeks. Parent, child and play leader will also sign a parental contract [see point 6]. If all this fails, the child will be excluded from BRAC for the rest of the year. This exclusion would include Holiday Playschemes and Inset days.
6. If the child is the subject of a behaviour meeting or is excluded a parental contract will be introduced and signed. This contract is between the child, their parent and the Playleader. This contract stipulates certain targets for the child to follow to achieve acceptable behaviour. If the child's behaviour continues to be unacceptable the child will be excluded from BRAC for either a fixed period or permanently. This includes Playschemes and In-Service days
7. Bullying, physical violence, verbal abuse, or severe antisocial or disruptive behaviour which is deemed unacceptable by BRAC will warrant an immediate entry into the incident book or a behaviour meeting, which may result in fixed term or permanent exclusion.

No refund will be given if a child is excluded.

BRAC COMPANY POLICY

As a Company, the parents of children attending BRAC become members of BRAC. As such, in the unlikely event of BRAC having to close, the members may be asked to pay £10 in order to cover any outstanding debts.

This situation is unlikely to happen as BRAC is essential for many parents and financially secure.

AGREEMENT WITH BRAC

Please read the following carefully and sign and date at the end.

I wish to become a member of BRAC and agree to abide by its constitution.

During the year Sept 2021 –July 2022, I consent to the following during BRAC Breakfast and Afterschool clubs, Holiday Playschemes and Inset Days:

If you consent to the points below please mark with a tick, if you do not consent mark with across (X) in the column to the left of the points and if necessary make a separate note on the reverse of this sheet, sign and date. We will discuss the issues and note them separately.

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| | <ul style="list-style-type: none"> ● That my child/ren may receive medical treatment in an emergency by a trained Paediatric First Aider. |
| | <ul style="list-style-type: none"> ● That my child/ren may be accompanied if necessary to the Accident and Emergency Department in an ambulance (NB. a member of the BRAC staff would always accompany the child/ren). |
| | <ul style="list-style-type: none"> ● That my child/ren may go on supervised trips organised by BRAC so long as comprehensive risk assessments have been carried out and the staff/child ratio is adequate. |
| | <ul style="list-style-type: none"> ● That my child/ren can participate in ALL activities offered by BRAC |
| | <ul style="list-style-type: none"> ● That BRAC staff may take photographs/videos of my child/ren during organised activities at the schemes <ul style="list-style-type: none"> ○ for display at BRAC ○ for use exclusively on BRAC's website |
| | <ul style="list-style-type: none"> ● That unless otherwise specifically stated above under the above section 'Your child/ren's health and needs' I agree to the following: <ul style="list-style-type: none"> ○ that hypoallergenic plasters may be applied to my child/ren ○ that antiseptic wipes may be used on my child/ren ○ that sunscreen may be applied to my child/ren |

- I understand and agree that BRAC cannot accept responsibility for the child/ren's possessions whilst they are attending BRAC.
- I understand that BRAC is registered with Ofsted (no: EY481131) and has a duty to pass on any concerns about the child to the local Child Protection Agency.
- I understand that BRAC has the right to implement a reasonable increase in the cost of the sessions should the need arise. (BRAC will inform parents at least one term in advance in the event of this happening.)
- I give permission for the details on this registration form to be inputted to a secure web service. (data protection compliant)