



Phoenix Fun Club

Parent Handbook
Updated April 2018

Opening Hours	
After School Club	3.00pm – 5.30pm
Contact	
School	01302 722 762

Summary of Key Charges

Session Charges	
After School Club	£6.50
Penalties	
Late Pickup	£5.00-£15.00 (see below)

This document forms the terms and conditions. By using the services you are agreeing to the enclosed terms.



Applying for a Place

To apply for a place parents **must** complete a registration form. These can be found on our website, or can be collected from the club or school office.

Availability

The club is open to children from both Adwick Primary School and St Joseph's and St Teresa Primary School. There are 16 school club places available each day.

Over Subscription

In the event of over subscription, the following criteria will be used:

1. Priority will be given to pupils from Adwick Primary School who regularly/currently use the service, followed by:
2. New Adwick Primary School pupils.
3. Siblings of Adwick Primary School pupils.
4. St Joseph's pupils.

Age Range

The club is available to children over the age of 5 and up to age 11.

Dates of Closure

The club is not available on staff training days, Adwick Primary school holidays and bank holidays. The club is also not available on the last day of each term when school closes at 1pm. Please see the term dates on our school website for the latest holiday and training days.

Bookings

Bookings are taken by completion of a booking form or on an ad hoc basis subject to availability.

Parents can book as far in advance as they wish (within the academic year).

Places are subject to availability in accordance with the appropriate staff/pupil ratios, space available and health and safety requirements.

All forms are available from the Club staff or by contacting or visiting the school office.

Bookings may be accepted on an ad hoc basis for After School Club, subject to availability and advance payment.



Arrival without a Booking

Arrival without a booking is not acceptable.

If children arrive expecting to be in the After School club we will accept the child(ren) but this needs to be in exceptional circumstances only and cannot be a regular occurrence.

Changes and Cancellation

Cancellation can be made at any time up to 12pm on the day of the booking. Cancellations made after this time incur additional administration and we may therefore charge for the session.

If your child(ren) are off school it is not necessary to make a cancellation, we will use the school register to administer the cancellation for you.

If the school is closed for any unforeseen reason (e.g. snow closure), then a full credit refund will be given.

Payments

Payments can be made by the following means:

- Cash
- Cheque, made payable to Adwick Primary School
- Childcare Vouchers. Please ensure you check your balances. ***Please note we cannot give refunds for unused vouchers. Parents are responsible for managing their balances and ensuring that their account credit is not too high at the point of their child(ren) ceasing use of the club.***

Payment Deadlines

Payments can be made at any time through the club/office staff.

The amount paid is flexible as long as a positive balance is maintained. At each club session your child(ren)'s attendance will be recorded and the session charge deducted from your balance.

Debt on your account is not permitted. Payment must be made by the end of each week or the place will not be available the following week. Further bookings will not be taken until the debt is cleared. If a history of debt exists we may only accept bookings accompanied by advance payment.



Emergency/Parent Contact Details

Please complete the registration form to provide us with your details. Please ensure you contact us if any changes need to be made. The records for the club are separate to the school records so forms must still be completed.

Arrival/Pickup

You will be required to provide a list of adults likely to collect your child(ren). If someone who isn't listed on the form needs to collect them please call us and let us know/give permission.

Only adults over the age of 18 can collect children.

Please use the Phoenix Club bell at the main office entrance to collect your child(ren).

Adwick Primary School

Children will be escorted to the club from their class. Children attending the lower site will be met by a member of club staff at the end of school and escorted to the upper site.

St Joseph & St Teresa Primary School

The school offers a walking service to bring children to Phoenix Fun Club. They make their own charges for this service, payable directly to them. Please contact them for more information.

Late Collection

Late collection by parents incurs a cost to the school in staff overtime fees and inconvenience to staff members. Therefore charges may be applied for late collection as follows:

- | | | |
|---------------------|--------|-----------------------------------------------------|
| ▪ 5.30 to 5.45pm: | £5.00 | We very much hope that these will not be necessary. |
| ▪ 5.45pm to 6.00pm: | £15.00 | |

Repeated late collections or non-payment of the late collection charge will result in losing your place at the club.

See also: Adwick Primary School uncollected children policy

Staffing

Staff are employed by the school and are subject to the same safer recruitment processes. They receive the appropriate first aid and food hygiene training and other qualifications as required. They are familiar with all school policies.

Key staff: Coordinator – Miss Ball
Other staff - Mrs Webster and Mr Fletcher



Behaviour

As an out of school activity we will try to work through any behaviour issues but we do not have the same resources as during the school day. We are, therefore, unable and unwilling to tolerate continual poor behaviour from any child(ren).

Any behaviour issues in Phoenix Club are recorded in a behaviour book and you will be informed each time. After three recorded behaviour issues the child(ren) will no longer be permitted to attend Phoenix Club for a period of 4 weeks. Any behaviour issues after the 4 week ban will result in a permanent ban