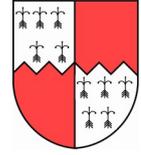


# Fitz Kids Holiday Club



Fitz Kids is a holiday club for the children of Fitzwaryn School and the surrounding area. It provides fun, stimulating, child-initiated activities within a safe, friendly and inclusive environment.

We follow the values and ethos of Fitzwaryn School and encourage and demonstrate these qualities at all times.

Children can relax and spend time with other children on activities such as; art, cooking, playing games, construction, sports, music and soft play.

At times we will arrange for other professionals to come in and deliver activity days/ work shops or even go out for daytrips.



This pack is a guide to what the club offers and should answer many of your questions as well as helping us get to know your child. Before your child has their first session we need to receive the following forms from you:

- Registration form (this will be kept on record and we will just ask you to confirm/ amend changes to details at time of subsequent bookings)
- Photograph permissions
- Medical form
- Booking form
- Personal Care form

## Getting Hold of Us

During school hours you can get hold of me on the school telephone number- [01235 764504](tel:01235764504) (Clair Taylor OSLO/club manager), messages can also be left with the school office or email [c.taylor@fitzwaryn.oxon.sch.uk](mailto:c.taylor@fitzwaryn.oxon.sch.uk) emails are checked daily but during busy periods please allow 48 hours for a reply.

Out of school hours/holiday club time contact– [07909 113 059](tel:07909113059)

## Entry & Exit to the Holiday Club

Is via the main pupil entrance, as per the school day– all staff will come to the entrance to ensure the safeguarding of pupils at all times. If an additional adult will be collecting your child, please inform us beforehand and ensure the designated adult knows the password for your child. Timings for sessions will be confirmed on the booking form, please be prompt during these times as doors will only be manned for a short period of time.

# Fitz Kids Holiday Club

## Keeping You Informed

We endeavour to keep you informed of everything happening in and around the holiday club and will achieve this in the following ways;

- Daily news face to face at pick up/drop off or via daily information sheets
- Newsletters
- Emails
- Telephone calls for more urgent communication

Parent/child surveys will be done annually and all comments/feedback will be monitored and actioned, where possible. We strive to be the best we can by continuously improving our services and meeting the needs of the families, to the best of our abilities.

## Food and Drinks

All children are required to bring with them, a packed lunch and a snack (no fizzy drinks or glass bottles please). No meals or milk will be provided during holiday clubs. Drinking water is available at all times.

## Medication

Administration of medication is in line with the school policy, staff can only give medication to children that has been prescribed by a doctor. If medical training is required to support a pupil this will be undertaken by a trained member of staff under advice and guidance from the school nurse.

## Staffing

Clair Taylor– OSLO/Club Manager, Safeguarding Lead, First Aider

Other staff will be, predominantly, Fitzwaryn support staff. This will give good continuity of care for the children. At times there will also be the need to recruit support staff from other schools/ settings. Where this is the case, enhanced DBS checks will be obtained and all staff will be made familiar with the needs of the children in their care and supported by members of Fitzwaryn staff.

Please do not hesitate to contact me with any other queries or for more information regarding the above items.

**We are inclusive not exclusive, just be yourself and have fun!**



# Fitz Kids Holiday Club

## Terms and Conditions

**Fitz Kids is a brand used by Fitzwaryn School specific to it's holiday club.**

### **Club Prices**

- Sessions are charged at £4 per hour (additional costs may be necessary for trips/workshops)
- Requests for "Short Breaks or Enabler Funding" need to be applied for 3/4 weeks in advance of the holiday club taking place.

### **Registration**

- All parents/carers must complete the registration forms prior to a child being cared for.
- Any change to the details on the registration form must be notified in writing by the parent/carer at the earliest opportunity.

### **Payment for booked sessions and Penalties**

- Unless funding applied for, all fees must be paid within 7 days of receiving booking confirmation, failure to do so will result in the place being offered to another person.
- Payments can be made by cash, cheques, childcare vouchers or BACS transfers

### **Changes to booked sessions**

Sessions which have been booked and paid for cannot be refunded unless;

- At least 7 days notice is given in writing, prior to the clubs start date.
- Child has been in hospital for a scheduled operation or emergency stay.
- Unforeseen circumstances force club closure; floods, heating breakdown, unreasonable weather conditions, staff shortages or state security.

### **Employer supported Childcare**

- Fitz Kids Holiday Club are able to accept payment from registered childcare voucher schemes.

### **Grounds for Exclusion**

- Any child who has suffered from diarrhoea, sickness, high temperature or conjunctivitis must be kept away from school grounds for a period of 48 hours after such condition has ceased.
- Other grounds for exclusion are persistent poor behaviour by the child (which includes but is not limited to bullying, verbal abuse, physical violence, racial incidents, deliberate damage to property) or non persistent incidents of a particularly serious nature which endanger children or staff or where a parent/carer is in breach of any of the terms and conditions.

### **Reservation of Rights**

Fitz Kids Holiday Club reserves the right to:

- Exclude a child/family from attending the club or refuse to accept registration at it's sole discretion.
- Close the club on the grounds of staff shortage, unavailability of facilities or any other reason which the manager deems is necessary to safeguard the children. Reasonable notice will be given where possible.
- Change these terms and conditions at any time and will give written notice of such changes to parents/carers.

### **Waivers, Exclusions and Jurisdiction**

- No failure by Fitz Kids Holiday Club in exercising any of it's rights or remedies shall prejudice or affect it's ability to do so unless it has provided a specific waiver or release in writing.
- These terms and conditions are governed by English law and subject to the jurisdiction of the court in England and Wales.
- Fitz Kids shall not be liable for any direct or indirect loss suffered by parents/carers as a result of club closures under the terms of agreement.
- Fitz Kids accepts no liability for the loss or damage to property brought to the premises, caused by the actions of children or third parties or accidental damage caused by staff.
- Fitz Kids accept no responsibility for injury caused from pre-existing medical conditions, which are not noted to the club.