

LindKidz

Terms and Conditions

Before we can accept your booking, you must read and agree to the following terms and conditions of the Club:

- Your child must be registered with LindKidz before bookings are made, even if you only intend to use the club occasionally.
- Registration and Booking forms are available from the school office or from LindKidz staff.
- 'Ad-hoc' bookings may be possible if staffing levels allow, please telephone the Mrs Hurst in the school office on 01584 881466.
- It is preferable to make all bookings in advance using a booking form.
- You will not be charged if the club is forced to close due to snow, heating failure or other circumstances beyond our control.
- You must inform us, preferably in writing, if anybody else, other than those listed on the registration sheet, will be collecting your child.
- Anyone picking a child up **MUST** sign them in/out of the club when they arrive/leave and record the time of signing.
- Parents must inform the Lead Supervisor of any change of address, contact phone numbers or changes in medical conditions.
- In an emergency-trained staff will administer first aid, and accompany them to hospital if required.
- Staff will administer medicine such as those provided for asthma, diabetes etc. Staff will administer prescription only drugs, providing the correct consent forms have been completed in the school office/LindKidz.
- Children who are ill must not attend the club and in the event of sickness or diarrhoea must be off for 48 hours after the sickness or diarrhoea has finished.
- Parents should park in front of the church and use the designated entrance for LindKidz when collecting their child / children from the club. Please do NOT use the staff car park or any other entrance into the school.
- If your child is ill whilst at the club, staff will contact you to collect your child.
- Please do not arrive late to collect your child. Children can become distressed if they think they have been forgotten. If lateness is unavoidable then please telephone one of the LindKidz Supervisors to advise; Ms Lambert or Ms Matravers on **01584 881510**. If your child stays into the next session, the fee for this session will apply.
- Parents who are late in collecting their child after 5.30pm will incur a charge of £1.00 per minute per child, except in exceptional recognised circumstances.

- The Lead Supervisor may have to contact the Police and/or Children's Services if a child is left for more than 45 minutes without prior consent and ALL emergency contact numbers have failed to establish a link with the family.
- Any concerns should be referred to the Lead Supervisor and/or Head Teacher in the first instance.
- Should you wish to make a formal complaint about LindKidz please follow the school complaints policy and procedures.
- All behaviour issues will be dealt with in line with the school behaviour policy. Should the need arise; issues with children will be brought to the attention of their parents, and or Head Teacher. If an issue cannot be resolved satisfactorily then in exceptional circumstances a child may be asked to leave LindKidz. LindKidz encourages all children which attend to abide by the three positive behaviour principles: READY, RESPECTFUL and SAFE.
- All children will be registered by the Lead Supervisor upon their arrival at the club. The Lead Supervisor and Supervisors will adhere to all Lindridge St Lawrence's CE VA Primary School policies along with relevant legislation such as: *Disability Discriminations Act, Race Relations Act, Sex Discrimination Act, Children's Act, Data Protection Act and adheres to other school policy and procedure such as Safeguarding and Bullying*. The policies will be kept in the Office and can be viewed upon request.
- We are LindKidz, Lindridge St Lawrence's CE VA Primary School. During your child's time with us, we will gather and use information relating to you and your child. Information that we hold in relation to individuals is known as their "personal data". This will include data that we obtain from you directly and data about you that we obtain from other people and organisations. We might also need to continue to hold your personal data for a period of time after your child has left. Anything that we do with an individual's personal data is known as "processing".
- Our privacy policies, which can be found on our website (<http://www.lindridge.worcs.sch.uk>) sets out what personal data we will hold about you, why we process that data, who we share this information with, and your rights in relation to your personal data processed by us.
- LindKidz charges are detailed below; these charges are subject to change. The School Governing Board will give at least one month's notice of any changes to the prices listed below.
- A minimum of 48 hours' notice must be given to cancel a pre-booked session otherwise the full rate will be charged. Exceptional circumstances for short notice cancellation may be considered at the discretion of the Lead Supervisor.

Please fill in a booking form for each month in advance.